

Regular Meeting
September 17, 2019
6:00 p.m.



1

NOTICE OF REGULAR MEETING OF BOARD OF DIRECTORS

September 17, 2019

Right to be heard: Members of the public have a right to address the Board directly on any item of interest to the public that is within the subject matter jurisdiction of the Board, provided that no action shall be taken on any item not appearing on the agenda unless the action is otherwise authorized by subdivision (b) of Section 54954.2.

Please Note: If you have comments on a specific agenda item(s), please fill out a comment card and return it to the Board Secretary. The Board President will call on you for your comments at the appropriate time, either before or during the Board's consideration of that item.

If you require special accommodations for attendance at or participation in this meeting, please notify our office 24 hours in advance at (805) 646-2114 (Govt. Code Section 94594.1 and 94594.2 (a))

Agenda

The meeting will be called to order at 6:00 p.m.

1. Roll Call

2. Approval of Minutes August 20, 2019, Regular Meeting

3. Public Comments

The Board will receive comments from the public at this time on any item of interest to the public that is not on the agenda that is within the subject matter jurisdiction of the legislative body, provided that no action shall be taken on any item not appearing on the agenda unless the action is otherwise authorized by subdivision (b) of Section 54954.2. Matters raised by public comment requiring Board action will be referred to staff or placed on a subsequent agenda where appropriate.

When addressing the Board, please state your name and address and limit your comments to three (3) minutes.

Please Note: If you have comments on specific agenda items, please fill out a comment card and return it to the Board Secretary. The Board President will call on you for your comments at the appropriate time, either before or during the Board's consideration of that item.

4. Financial Matters

- **Approval of Payroll and Payables from August 16, 2019 to September 15, 2019 in the amount of:**

Payables – \$ 49,340.54

Payroll – \$ 34,619.59

Total – \$ 83,960.13

5. Board Discussion and/or Action

- a) Approval of Budget amendment resolution 091719**
- b) Approval to purchase emergency generator for all district facilities in the amount of \$ 110,485.41**
- c) Approval of resolution 091719-1 the updated Employee Manual**

6. General Manager's Report

- **District O& M Report**
- **Updated Board Committees**

7. Board Committee Reports

- **GSA Report**
- **Executive Committee Report**
- **Budget/Rate Committee Report**
- **Allocation Program committee report**
- **New meters and expansion committee**
- **Emergency Preparedness Committee**

8. Old Business

- **State Water**
- **Ojai, Ventura Water Partnership –**
- **Matilija Dam Removal Update**
- **Cold Water Formation**
- **Generators**
- **Special Districts Grand Jury Report**
- **Grant Projects: Nitrate removal and Blending
Cold Water Formation**

9. Board of Directors Reports/Comments

10. Closed Sessions: The Board of Directors will hold a closed session to discuss personnel matters or litigation, pursuant to the attorney/client privilege, as authorized by Government Code Section 54957 & 54956.8, 54956.9 and 54957.

- **Meiners Oaks Water District vs Moll, Ostling and Ojai Vista Farms 56-2018-00515474-CU-OR-VTA/**
- **State Case: SBCK vs. SWRCB, San Francisco Superior Court, Case # CPF-14-513875**

11. Meeting Adjournment.

Regular Meeting
August 20, 2019
6:00 p.m.

Meiners Oaks Water District

202 West El Roblar Drive
Ojai, CA 93023-2211
Phone 646-2114

MINUTES

The meeting was called to order at 6:01 p.m.

1. Roll Call

The meeting was called to order by the Board President Mike Etchart at 6:01 pm at the District Office.

Present were: Board President Mike Etchart, Board Directors, James Kentosh, Mike Krumpschmidt, Diana Engle and Larry Harrold. Staff Present: General Manager, Mike Hollebrands, Board Secretary, Summer Ward and Attorney's, Lindsay Nielson and Greg Jones were also present.

Absent: None.

The Board went into closed session at 6:04 p.m.

2. Closed Session: The Board of Directors will hold a closed session to discuss personnel matters or litigation, pursuant to the attorney/client privilege, as authorized by Government Code Sections 54957 & 54956.8, 54956.9 and 54957.

- Conference with Legal Counsel – Personnel 54957 (b)(4)
- Conference with Legal Counsel – Existing Litigation (Paragraph (1) of subdivision (d) of Section 54956.9)
 - Meiners Oaks Water District vs. Moll, Ostling and Ojai Vista Farms 56-2018-00515474-CU-OR-VTA/
 - State Case: SBCK vs. SWRCB, San Francisco Superior Court, Case # CPF-14-513875

The board adjourned closed session at 7:08 pm.

Attorney Nielson stated that in closed session, Mr. Jones reported updates on the Moll case, Mr. Nielson reported updates on the ChannelKeeper case and they discussed personnel matters. No actions were taken and no decisions were made during the closed session.

3. Approval of the minutes

Approval of July 16, 2019, Regular Meeting minutes:

Mr. Krumpschmidt made the motion to approve the July 16, 2019, Regular Meeting minutes. Mr. Kentosh seconded the motion.

No public comments.

**Krumpschmidt/Kentosh
All Ayes
M/S/C**

4. Public Comments

Ms. Von Gunten – was present.

5. Financial Matters

- **Approval of Payroll and Payables from July 16 to August 15, 2019 in the amount of:**

Payables -	\$ 98,487.99
Payroll -	\$ 39,498.50
Total -	\$ 137,986.49

Mr. Harrold made the motion to approve the Payroll and Payables from July 16 to August 15, 2019. Ms. Engle seconded the motion.

Mr. Kentosh asked for clarification on the \$2000 for Sam Hill & Sons; Mr. Hollebrands explained that was for the service repair and valve replacement on N. Encinal. The yellow highlighted amounts will be paid back by SCE for repair costs, including water loss. Mr. Hollebrands reviewed updates made to the Report of Income formatting, aimed to simplify the display and footnotes added to provide additional information.

The Board noted on the expenses the product Roundup is used for weed abatement. The Board directed Mr. Hollebrands to switch to a non-glyphosate product.

Public Comment – None.

**Harrold/Engle
All Ayes
M/S/C**

6. Board Discussion/Actions

a) Approval of 2018-2019 Fiscal Year Audit Proposal

Mr. Hollebrands presented the 2018-2019 Fiscal Year Audit Proposal from Fanning & Karr. Mr. Kentosh noted that he was very pleased with the last audit.

Mr. Kentosh made the motion to approve the 2018-2019 Fiscal Year Audit Proposal from Fanning & Karr, not to exceed \$21,000. Mr. Krumpschmidt seconded the motion.

Kentosh/Krumpschmidt

All Ayes

M/S/C

b) Approval of 20190820 (Employee) Fixing employer contribution at unequal amounts for employees and annuitants under the Public Employee's Medical and Hospital Care Act with respect to a Recognized Employee Organization

Mr. Hollebrands reported that CalPERS contacted MOWD requesting revisions to the existing resolutions to address the change in the region from LA County to Region 3; no substantial changes were made. The only difference between the two resolutions is that one is specific to general employees and the other for management.

Mr. Krumpschmidt made the motion to approve the Resolution 20190820 (Employee) Fixing employer contribution at unequal amounts for employees and annuitants under the Public Employee's Medical and Hospital Care Act with respect to a Recognized Employee Organization. Mr. Harrold seconded the motion.

Mr. Kentosh expressed dissatisfaction with the CalPERS template language.

Roll Call:

Kentosh – N

Harrold – Y

Etchart – Y

Krumpschmidt – Y

Engle – Y

4- Ayes 1 – N

M/S/C

c) Approval of 20190820 (Manager) Fixing employer contribution at unequal amounts for employees and annuitants under the Public Employee's Medical and Hospital Care Act with respect to a Recognized Employee Organization

Discussion for agenda items 5b & 5c combined (see above discussion).

Roll Call:

Kentosh – N

Harrold – Y

Etchart – Y

Krumpschmidt – Y

Engle – Y

4- Ayes 1 – N

M/S/C

- d) Oscar's Tree Service requests monetary relief from a water leak of any amount

Mr. Hollebrands presented Oscar's bill, of which they are requesting relief of any amount. MOWD was called after-hours by a local resident that saw Oscar's line leaking. The Fire Department was notified and the ball valve was closed to prevent further water loss. Appropriate timely repairs were made to the line.

Discussion of mitigating factors that should be implemented to prevent future leaks. Mr. Hollebrands will ensure that when the Board response is communicated to Oscar, risk mitigation will be recommended. The Board agreed to waive the Drought Surcharge fee of \$824.00.

Mr. Kentosh made the motion to approve waiving the Drought Surcharge fee of \$824.00 from Oscar's July 2019 bill; along with the recommendation of implementing a ball valve downstream to shut off the water when not in use to prevent future leaks. Ms. Engle seconded the motion.

Public Comments:

Ms. Von Gunten made recommendations regarding developing a policy statement with best practices, as well as publishing policies on the District website.

Kentosh/Engle

All Ayes

M/S/C

7. General Manager's Report

- Operations & Maintenance Report

Mr. Hollebrands reported that projects are moving forward, Wells 2 & 4 are still producing air, but meeting current demand. We have had a mild summer and we are hopeful for a rainy winter. Mr. Hollebrands is waiting until cooler weather to schedule the Well 4 assessment. The two new Field Operators are still in training on tools, procedures, customer service, etc...they both have good attitudes.

Mr. Hollebrands distributed the new Safety Booklets, created by Ms. Ward, to each Director. The booklets are sized to fit in each District

vehicle glove box, as well as an electronic version stored on District cell phones. Each booklet contains emergency contacts, district procedures, safety response, valves and other helpful tips for workplace safety. The District can update and reprint, as necessary.

- Updated Board Committees – No update.

8. Board Committee Reports

- GSA – No August Meeting.
- Executive Committee Report – Scheduled for 8/30/2019.
- Budget/Rate Committee Report – Mr. Kentosh reported that the draft budget is pending finalization of the allocation program.
- Allocation Program Committee Report – Ms. Engle stated that additional dwelling count assessments are being completed, a list of 34 complex cases have been identified and are being evaluated. After the cases are evaluated, the next step will be identifying policy decisions to make.
- New Meters and Expansion Committee Report – No update.
- Emergency Management Committee Report – Mr. Hollebrands reported that he has been working with OilField Electric to find ways to address VFDs that autosense polarity for more of a plug-and-play process. Additional work includes: formulating a mutual aid agreement with VRWD and Casitas, updates to the Emergency Manual, identification of Directors for use during emergencies, COOP template, CERT Tools and AWA tools and resources, GIS meter locations and Disaster Services Work Cards. Mr. Hollebrands also stated that he will be meeting with the EOC regarding the Southern California Edison PSPS power shut-down due to fire hazards caused by high winds. The Board recommended drafting a one-page notice to customers that when the power is out, do not irrigate or water service may be shut-off by District.

Public Comments:

Ms. Von Gunten made recommendations to consider solar panels with battery storage or burying the utilities.

9. Old Business

- State Water – No update.
- Ojai, Ventura Water Partnership – No update.
- Matilija Dam Removal Update – No update.
- Cold Water Formation – No update.
- Generators – Discussion under item 8-Emergency Management Committee Report.
- Special Districts Grand Jury Report – Mr. Etchart requested this remain on the agenda for an additional month.
- Grants – No new information, Mr. Kentosh will reach out to Regina for an update.

10. Board of Directors' Reports/Comments

Mr. Etchart – Mr. Etchart attended the Casitas Stakeholder Focus Group regarding priorities, a compiled report will go to the Casitas Board for review. Additionally, Mr. Etchart stated that there are discussions ongoing related to the large scale commercial hemp farms.

Mr. Krumpschmidt – Mr. Krumpschmidt asked for an update on how the Leadership Training with Susan Edlinger has been going with Mr. Hollebrands; of which, Mr. Hollebrands replied it is going well. Mr. Krumpschmidt introduced the topic of considering dissolution of MOWD, by way of a merger with another like-sized district, for example VRWD. He brought the topic for discussion in light of the upcoming regulations and changes to the industry.

Mr. Kentosh – Mr. Kentosh stated that he would review the 1937 Act for dissolution details.

Mr. Harrold – Mr. Harrold requested that Board members' cell numbers be added to the Safety Booklet; Ms. Ward stated Board numbers were intentional left off the booklet, to protect their privacy.

Ms. Engle – None.

11. Meeting Adjournment

There being no further business to conduct at this time, Board President Mike Etchart adjourned the meeting at 9:10 pm.

President

Secretary

Fiscal Year AT-A-Glance
2019-20

CIP	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	To Date	Budgeted	% of Budgeted
Budgeted	\$6,066.00	\$1,270.50											\$7,336.50	\$637,000.00	1.15%
Expenditures	\$155,577.97	\$87,041.90											\$242,619.87	\$1,512,100.00	16.05%
Unbudgeted	\$13,424.44	\$3,850.00											\$17,274.44	\$100,000.00	17.27%
Income	\$127,483.94	\$138,756.85											\$266,240.79	\$1,542,741.20	17.26%

2019-20	Budgeted	Capital Improvement Schedule		
	Capital Rpl.	Capital Impr.	Spent To Date	% CMPLT
Automation of Fairview Connection Design	\$0.00	\$20,000.00	\$0.00	0.00%
	\$0.00	\$25,000.00	\$0.00	0.00%
4 Valve Replacement/Deadends	\$0.00	\$50,000.00	\$0.00	0.00%
Relocate 6 inch main for zone 2	\$0.00	\$0.00	\$0.00	0.00%
El Sol to Lomita Tie-in	\$50,000.00	\$0.00	\$0.00	0.00%
R1 and R2 well conditions report	\$0.00	\$0.00	\$0.00	0.00%
Final design and Permitting	\$150,000.00	\$25,000.00	\$7,336.50	4.89%
T,P PH-2	\$300,000.00	\$145,000.00	\$0.00	
Total				

Meiners Oaks Water District

Report of Expenses and Budget Appropriations, Current Bills and Appropriations To Date

Expenditures	Month of August	Year To Date	Budget Approp	Approp Bal 08/31/19	Current September	Approp Bal To Date
Salary / Taxes	36,785.05	76,093.74	500,000.00	423,906.26	-	423,906.26
Payroll Taxes	2,850.22	6,318.21	45,000.00	38,681.79	-	38,681.79
Retirement Contributions	4,852.43	9,087.08	42,000.00	32,912.92	-	32,912.92
Group Insurance	6,666.48	13,246.86	78,000.00	64,753.14	-	64,753.14
Company Uniforms	-	-	2,000.00	2,000.00	-	2,000.00
Phone Office	721.56	1,443.06	9,000.00	7,556.94	-	7,556.94
Janitorial Service	919.86	1,127.80	4,500.00	3,372.20	-	3,372.20
Refuse Disposal	266.59	533.18	3,100.00	2,566.82	-	2,566.82
Liability Insurance	-	27,225.13	27,000.00	(225.13)	-	(225.13)
Workers Compensation	2,078.22	13,984.93	18,000.00	4,015.07	-	4,015.07
Wells	442.88	1,909.73	10,000.00	8,090.27	-	8,090.27
Truck Maintenance	36.78	196.84	3,000.00	2,803.16	-	2,803.16
Office Equip. Maintenance	483.36	483.36	6,000.00	5,516.64	-	5,516.64
Cell Phones	305.91	609.43	4,000.00	3,390.57	-	3,390.57
System Maintenance	4,122.05	7,860.34	75,000.00	67,139.66	-	67,139.66
Safety Equipment	14.63	14.63	3,000.00	2,985.37	-	2,985.37
Laboratory Services	255.00	932.00	12,000.00	11,068.00	85.00	10,983.00
Membership and Dues	-	2,205.00	8,000.00	5,795.00	-	5,795.00
Printing and Binding	-	2,813.88	500.00	(2,313.88)	-	(2,313.88)
Office Supplies	421.76	1,010.60	5,000.00	3,989.40	-	3,989.40
Postage and Express	1,563.54	1,563.54	13,000.00	11,436.46	-	11,436.46
B.O.D. Fees	850.00	1,850.00	15,000.00	13,150.00	-	13,150.00
Engineering & Technical Services	7,478.50	12,945.50	50,000.00	37,054.50	-	37,054.50
Computer Services	282.88	1,343.79	15,000.00	13,656.21	422.88	13,233.33
Other Prof. & Regulatory Fees	147.01	5,150.46	45,000.00	39,849.54	95.86	39,753.68
Public and Legal Notices	-	-	2,000.00	2,000.00	-	2,000.00
Attorney Fees	800.00	3,827.50	90,000.00	86,172.50	-	86,172.50
GSA Fees	-	21,107.41	50,000.00	28,892.59	-	28,892.59
VR/SBC/City of VTA Law Suit	360.00	3,710.61	100,000.00	96,289.39	-	96,289.39
State Water	-	-	35,000.00	35,000.00	-	35,000.00
Audit Fees	-	-	22,000.00	22,000.00	-	22,000.00
Small Tools	7.43	271.25	2,500.00	2,228.75	-	2,228.75
Election Supplies	-	-	-	-	-	-
Water Purchase	-	-	75,000.00	75,000.00	-	75,000.00
CMWD Standby Charges	1,500.48	2,824.02	17,000.00	14,175.98	-	14,175.98
Treatment Plant	-	-	20,000.00	20,000.00	2,296.35	17,703.65
Fuel	1,188.97	2,178.27	10,000.00	7,821.73	-	7,821.73
Travel Exp./Seminars	-	135.00	2,000.00	1,865.00	-	1,865.00
Utilities	289.40	431.17	3,500.00	3,068.83	307.64	2,761.19
Power and Pumping	6,763.41	6,763.41	80,000.00	73,236.59	5,360.64	67,875.95
Meters	4,587.50	4,587.50	10,000.00	5,412.50	-	5,412.50
Total Expenditures	87,041.90	235,785.23	1,512,100.00	1,276,314.77	8,568.37	1,267,746.40
Water Distribution System	-	-	-	-	-	-
Automating Fairview Conn. Design	-	-	20,000.00	20,000.00	-	20,000.00
Well 8 Nitrate Removal/Blending	-	-	25,000.00	25,000.00	-	25,000.00
4 Valve Replacements/Deadends	-	-	50,000.00	50,000.00	-	50,000.00
Relocate 6" Main for Z-2	-	-	100,000.00	100,000.00	-	100,000.00
El Sol to Lomita Tie-In	-	-	50,000.00	50,000.00	-	50,000.00
R1 & 2 Well Conditions Report	-	-	25,000.00	25,000.00	-	25,000.00
Structures and Improvements	-	-	-	-	-	-
Generator/Panel Upgrades	-	-	140,000.00	140,000.00	-	140,000.00
T.P. Final Eng/Permitting/PH-2	1,270.50	7,336.50	150,000.00	142,663.50	-	142,663.50
Well 4 Development Work	-	-	25,000.00	25,000.00	-	25,000.00
Furniture and Fixtures	-	-	-	-	-	-
General Managers Desk	-	-	2,000.00	2,000.00	-	2,000.00
Field Equipment	-	-	-	-	-	-
T.P. Computer/Programming	-	-	15,000.00	15,000.00	-	15,000.00
	-	-	-	-	-	-
Appropriations for Contingencies	3,850.00	17,274.44	100,000.00	82,725.56	-	82,725.56
	-	-	-	-	-	-
Total Assets	5,120.50	24,610.94	702,000.00	677,389.06	-	677,389.06
GRAND TOTAL	92,162.40	260,396.17	2,214,100.00	1,953,703.83	8,568.37	1,945,135.46

Report of Income as of 8/31/2019

Income	Month of August	Year To Date	Budget Approp	Approp Bal 07/31/19
Interest	4,069.49	5,747.53	--	5,747.53
Taxes	--	641.23	--	641.23
Pumping Charges	236.57	408.60	--	408.60
Fire Protection	187.98	241.70	--	241.70
Meter & Inst. Fees	--	--	--	--
Water Sales	64,457.92	112,043.52	692,256.00	580,212.48
¹ Casitas Water/Standby	336.23	716.78	--	716.78
MWAC Charges	53,653.96	112,747.76	770,484.00	657,736.24
MCC Chg.	6,380.05	13,114.58	80,000.00	66,885.42
² Misc. Income	1,851.18	6,058.76	--	6,058.76
Late & Delinquent Chgs.	1,327.30	5,988.43	--	5,988.43
Conservation Penalty	--	--	--	--
Capital Improvement	--	--	--	--
Drought Surcharge	6,256.17	8,531.90	--	8,531.90
	--	--	--	--
	--	--	--	--
	--	--	--	--
TOTAL INCOME	138,756.85	266,240.79	1,542,740.00	1,276,499.21

Note:

¹ This line item is necessary because these sales are tracked in the expenditures

² This line item could includes things such as:

Recycled meters and scrap metal

Employee payments for insurance payouts



Meiners's Oaks County Water District, CA

Check Report

By Vendor Name

Date Range: 08/16/2019 - 09/15/2019

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Bank Code: AP Bank-AP Bank						
AQUA-F	Aqua-Flo Supply	09/11/2019	Regular	0.00	152.74	8820
S1405874	Invoice	08/02/2019	Parts for Well # 2	0.00	125.41	
S1409677	Invoice	08/09/2019	Parts for 737 Fernando	0.00	3.80	
S1409700	Invoice	08/09/2019	Coupling, Tubing Brush, Copper Pipe, etc.	0.00	23.53	
AT&T	AT&T	08/28/2019	Regular	0.00	721.56	8807
01840819	Invoice	08/13/2019	Office Phones	0.00	164.06	
08330819	Invoice	08/19/2019	Office Phones	0.00	557.50	
CALPERS	California Public Employees' Retirement	08/31/2019	Bank Draft	0.00	3,281.80	DFT0000746
INV0001238	Invoice	08/15/2019	Health	0.00	3,281.80	
CALPERS	California Public Employees' Retirement	08/27/2019	Bank Draft	0.00	413.62	DFT0000753
082719	Invoice	08/27/2019	Retired Premium	0.00	413.62	
CALPERS	California Public Employees' Retirement	08/31/2019	Bank Draft	0.00	3,281.75	DFT0000756
INV0001248	Invoice	08/30/2019	Health	0.00	3,281.75	
GASB	CALPERS	08/28/2019	Regular	0.00	-700.00	8808
GASB	CALPERS	08/28/2019	Regular	0.00	700.00	8808
10000001577988	Invoice	08/20/2019	GASB 68 Reporting Services Fee	0.00	700.00	
GASB	CALPERS	08/28/2019	Bank Draft	0.00	700.00	DFT0000764
10000001577988	Invoice	08/28/2019	GASB 68	0.00	700.00	
CAL-STATE	Cal-State	08/28/2019	Regular	0.00	101.36	8809
135257	Invoice	08/17/2019	Portable Toilet	0.00	101.36	
CAL-STATE	Cal-State	09/11/2019	Regular	0.00	144.73	8821
136122	Invoice	08/22/2019	Portable Toilet	0.00	144.73	
CMWD	Casitas Municipal Water District	09/11/2019	Regular	0.00	1,500.48	8822
261150819	Invoice	08/30/2019	Standby - Fairview	0.00	665.71	
262000819	Invoice	08/30/2019	Hartmann Allocation	0.00	169.06	
300650819	Invoice	08/30/2019	Standby - Tico/La Luna	0.00	665.71	
CLEANCO	Cleancoast Janitorial	08/28/2019	Regular	0.00	240.00	8810
1124	Invoice	08/01/2019	July 2019 Janitorial	0.00	240.00	
CLEANCO	Cleancoast Janitorial	09/11/2019	Regular	0.00	300.00	8823
1127	Invoice	08/29/2019	August 2019 Janitorial	0.00	300.00	
CVTDEP	County of Ventura Transport. Dept.	09/11/2019	Regular	0.00	750.00	8824
284066	Invoice	08/07/2019	181 Encinal	0.00	750.00	
DATAP	Dataprose LLC	09/11/2019	Regular	0.00	1,563.54	8825
DP1902957	Invoice	08/31/2019	Bulk Billing & Postage	0.00	1,563.54	
EJHAR	E. J. Harrison Roloffs, Inc.	08/28/2019	Regular	0.00	266.59	8811
281300819	Invoice	08/15/2019	Office Trash	0.00	51.60	
994260819	Invoice	08/15/2019	3 Yard Dumpster	0.00	214.99	
FAMCON	Famcon Pipe and Supply, Inc	09/11/2019	Regular	0.00	1,676.33	8826
S100006707.001	Invoice	08/06/2019	Meter Resetters	0.00	300.30	
S100009481.001	Invoice	08/05/2019	Parts for Encinal & Fernando	0.00	748.61	
S100009505.002	Invoice	08/13/2019	Bolt & Nut Set, Accessory Kit, Covers, etc.	0.00	418.28	
S100009646.001	Invoice	08/06/2019	Meter Boxes & Lids	0.00	209.14	

Check Report

Date Range: 08/16/2019 - 09/15/2019

Vendor Number Payable #	Vendor Name Payable Type	Payment Date Post Date	Payment Type Payable Description	Discount Amount Discount Amount	Payment Amount Payable Amount	Number
FGLENV 910266A	FGL Environmental Invoice	08/14/2019	08/28/2019 Regular Samples	0.00 0.00	85.00 85.00	8812
FGLENV 910619A 911036A 911381A	FGL Environmental Invoice Invoice Invoice	08/22/2019 08/29/2019 09/05/2019	09/11/2019 Regular Samples Samples Samples	0.00 0.00 0.00 0.00	255.00 85.00 85.00 85.00	8827
GUARDIAN INV0001239 INV0001249	Guardian Invoice Invoice	08/15/2019 08/30/2019	08/28/2019 Regular Dental Dental	0.00 0.00 0.00	517.63 258.84 258.79	8805
GUARDIAN 7690460819	Guardian Invoice	08/15/2019	08/28/2019 Regular Administration Fee	0.00 0.00	77.43 77.43	8813
HLTHNE 61790819	Health Net Life Insurance Company Invoice	08/08/2019	08/28/2019 Regular Life Insurance	0.00 0.00	21.00 21.00	8814
JCI 799728 799783	JCI Jones Chemical, Inc. Invoice Credit Memo	09/05/2019 09/05/2019	09/11/2019 Regular Chlorine Container Return	0.00 0.00 0.00	2,296.35 3,196.35 -900.00	8828
NEILSON 34882202 36602201	Law Offices of Lindsay F. Nielson Invoice Invoice	08/13/2019 08/13/2019	08/28/2019 Regular Attorney Fees Attorney Fees	0.00 0.00 0.00	1,160.00 800.00 360.00	8815
MARBORG 4700172	MarBorg Invoice	08/18/2019	08/28/2019 Regular Portable Toilet	0.00 0.00	106.58 106.58	8816
MARBORG 4701480	MarBorg Invoice	08/22/2019	09/11/2019 Regular Portable Toilet Final Payment	0.00 0.00	27.19 27.19	8829
MOHARD 887585 888337 889186 889256 889403 889410 889506 889844 890012 890232 890986 891239	Meiners Oaks Hardware Invoice Invoice Invoice Invoice Invoice Credit Memo Invoice Invoice Invoice Invoice Invoice Invoice	08/01/2019 08/01/2019 08/07/2019 08/07/2019 08/08/2019 08/08/2019 08/09/2019 08/12/2019 08/13/2019 08/14/2019 08/20/2019 08/21/2019	09/11/2019 Regular Twist Focus Flashlight Gloves Batteries, Marking Paint Nipples, Adapters, Union, etc. Pipe Cutter, Map Pro Gas, Brush, etc. Adapter Return Cloth Plumber, Adapter Towels, Turtle Wax, Glass Cleaner, etc. Gopher Wire Anchor, Bit Drill Rotary Batteries Marking Paint, Hex Key Set	0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00	346.01 39.03 14.63 23.02 34.61 76.79 -2.24 9.50 96.12 9.87 7.43 16.58 20.67	8830
MITEC 55970	MiTec Solutions LLC Invoice	08/15/2019	08/28/2019 Regular Splashtop User Account	0.00 0.00	10.00 10.00	8817
MITEC 1053267 56271 56334	MiTec Solutions LLC Invoice Invoice Invoice	09/01/2019 09/01/2019 09/01/2019	09/11/2019 Regular Monthly Maintenance Exchange/Web Hosting Off-Site Back Up	0.00 0.00 0.00 0.00	422.88 150.00 223.88 49.00	8831
NATMETER S1116001.001 S1116162.001	National Meter & Automation, Inc. Credit Memo Invoice	08/13/2019 08/01/2019	09/11/2019 Regular 3" Meter Return 4" Meter	0.00 0.00 0.00	3,067.48 -1,313.81 4,381.29	8832
NS&G 29004	Nielsen Sand & Gravel Invoice	08/09/2019	09/11/2019 Regular Fill Sand	0.00 0.00	1,030.36 1,030.36	8833
PATHIAN INV0001241 INV0001251	Pathian Administrators Invoice Invoice	08/15/2019 08/30/2019	08/28/2019 Regular HSBS HSBS	0.00 0.00 0.00	102.38 51.20 51.18	8806

Check Report

Date Range: 08/16/2019 - 09/15/2019

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
PATHIAN	Pathian Administrators	08/28/2019	Regular	0.00	37.33	8818
12579	Invoice	08/13/2019	Vision	0.00	37.33	
PERS	Public Employees' Retirement System	08/31/2019	Bank Draft	0.00	375.00	DFT0000745
INV0001237	Invoice	08/15/2019	457 Withholdings	0.00	375.00	
PERS	Public Employees' Retirement System	08/31/2019	Bank Draft	0.00	2,259.47	DFT0000747
INV0001240	Invoice	08/15/2019	PERS	0.00	2,259.47	
PERS	Public Employees' Retirement System	08/31/2019	Bank Draft	0.00	375.00	DFT0000755
INV0001247	Invoice	08/30/2019	457 Withholdings	0.00	375.00	
PERS	Public Employees' Retirement System	08/31/2019	Bank Draft	0.00	2,295.34	DFT0000757
INV0001250	Invoice	08/30/2019	PERS	0.00	2,295.34	
PERS	Public Employees' Retirement System	09/11/2019	Bank Draft	0.00	1,694.90	DFT0000765
10000001578892	Invoice	09/01/2019	Unfunded Accrued Liability	0.00	1,694.90	
PERS	Public Employees' Retirement System	09/11/2019	Bank Draft	0.00	72.79	DFT0000766
10000001578893	Invoice	09/01/2019	Unfunded Accrued Liability	0.00	72.79	
SAMHIL	Sam Hill & Sons, Inc.	09/11/2019	Regular	0.00	3,850.00	8834
3025	Invoice	08/01/2019	Rice Rd. & Meyer	0.00	3,850.00	
SCE	Southern California Edison Co.	09/11/2019	Regular	0.00	5,668.28	8835
OFFELE0919	Invoice	09/11/2019	Office Electricity	0.00	307.64	
TNKFRM0919	Invoice	09/11/2019	Tank Farm	0.00	23.42	
WELL1-0919	Invoice	09/11/2019	Well 1	0.00	1,184.22	
WELL2-0919	Invoice	09/11/2019	Well 2	0.00	1,166.99	
WELL80919	Invoice	09/11/2019	Well 8	0.00	98.28	
WELLS4&70919	Invoice	09/11/2019	Wells 4&7	0.00	2,184.54	
Z-20919	Invoice	09/11/2019	Zone 2	0.00	104.40	
Z-2FIR0919	Invoice	09/11/2019	Zone 2 Fire	0.00	139.31	
Z-2PWR0919	Invoice	09/11/2019	Zone 2 Power	0.00	447.91	
Z-3FIR0919	Invoice	09/11/2019	Zone 3 Fire	0.00	11.57	
SCGAS	Southern California Gas Co.	09/11/2019	Regular	0.00	3.09	8836
0165	Invoice	08/28/2019	Office Heat	0.00	3.09	
SDRMA	Special District Risk Management Auth.	09/11/2019	Regular	0.00	2,078.22	8837
67044	Invoice	08/29/2019	Workers' Comp.	0.00	2,078.22	
VTARNTL	Sunbelt Rentals, Inc.	09/11/2019	Regular	0.00	330.66	8838
93035358-0001	Invoice	08/21/2019	Diesel Generator	0.00	330.66	
UAOFSC	Underground Service Alert of So.Ca.	09/11/2019	Regular	0.00	95.86	8839
18dsbfe4587	Invoice	09/01/2019	California State Regulatory Costs	0.00	9.96	
820190438	Invoice	09/01/2019	Digalert	0.00	85.90	
USBANK	US Bank Corporate Pmt. System	09/11/2019	Regular	0.00	759.43	8840
AMAZ080719	Invoice	08/07/2019	Wall Mount Holder	0.00	9.64	
AMAZ081619	Invoice	08/16/2019	Glossy Paper	0.00	25.72	
AMAZON082019	Invoice	08/20/2019	Prime Membership	0.00	13.93	
BENF081919	Invoice	08/19/2019	Hardware & Stationary	0.00	16.50	
CES081519	Invoice	08/15/2019	Fuses & Tester	0.00	259.28	
GRAMMARLY072	Invoice	08/01/2019	Grammarly Program	0.00	139.95	
OJAIAUTO072919	Invoice	08/01/2019	Fuel Cap	0.00	16.78	
PERSONPROFILE	Invoice	08/01/2019	Education Disc	0.00	107.50	
RITE072619	Invoice	08/01/2019	SD Card	0.00	25.73	
USA072319	Invoice	08/01/2019	Truck Wash	0.00	20.00	
VONS080219	Invoice	08/02/2019	Water & Toilet Paper	0.00	36.39	
VONS081919	Invoice	08/19/2019	Water & Toilet Paper	0.00	29.82	
VWVFO81219	Invoice	08/12/2019	Fuses for Well 2	0.00	58.19	

Check Report

Date Range: 08/16/2019 - 09/15/2019

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
VERIZON	Verizon Wireless	09/11/2019	Regular	0.00	305.91	8842
<u>9836941229</u>	Invoice	08/26/2019	Cell Phones	0.00	305.91	
WREA	Water Resource Engineering Associates	09/11/2019	Regular	0.00	3,330.50	8843
<u>3081-8</u>	Invoice	08/30/2019	New Filter	0.00	1,270.50	
<u>3295-5</u>	Invoice	08/30/2019	Hwy 33 Pipeline Relocation/Replacement	0.00	2,060.00	
WRIGHT EXP	WEX Bank	08/28/2019	Regular	0.00	1,188.97	8819
<u>60840723</u>	Invoice	08/15/2019	Fuel	0.00	1,188.97	

Bank Code AP Bank Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	90	38	0.00	35,290.87
Manual Checks	0	0	0.00	0.00
Voided Checks	0	1	0.00	-700.00
Bank Drafts	10	10	0.00	14,749.67
EFT's	0	0	0.00	0.00
	100	49	0.00	49,340.54

PR \$34,619.59



Meiners Oaks Water District
Resolution 091719
2019-20 Budget Amendment

The Board of Directors of Meiners Oaks Water District on this 17th Day of September 2019, the following resolution was proposed and approved by the Board:

WHEREAS, the mission of the Meiners Oaks Water District and its staff is to produce and deliver a reliable and sustainable supply of water to meet the needs of the residents and properties and the community within its boundaries, and

WHEREAS, it is the responsibility of the District to supply this sustainable supply of water when energy from Southern California Edison cannot be supplied, and

WHEREAS, it is the responsibility of the Board of Directors to establish policy to uphold and support the mission statement and to agree and pass an annual budget for Meiners Oaks Water District, and

WHEREAS, additional money needs to be allocated to the Structures and Improvements section of the budget to accommodate the purchase of a District generator and electrical panel upgrades, and

NOW, therefore be it resolved by the Meiners Oaks Water District Board of Directors to adopt this budget amendment of an increase to Generator/Panel Upgrades in the amount \$140,000.00 for the purposes of emergency preparedness.

Passed, Approved and adopted this 17th day of September 2019

Meiners Oaks Water District
President of the Board

Meiners Oaks water District
Secretary to the Board

Report of Expenses and Budget Appropriations, Current Bills and Appropriations To Date

Expenditures	Month of July	Year To Date	Budget Approp 7/1/2019	Approp. balance 07/01/19	Current July	Approp Bal To Date
Salary	\$ -	\$ -	\$ 500,000.00	\$ 500,000.00	\$ -	\$ 500,000.00
Payroll Taxes	\$ -	\$ -	\$ 45,000.00	\$ 45,000.00	\$ -	\$ 45,000.00
Retirement Contributions	\$ -	\$ -	\$ 42,000.00	\$ 42,000.00	\$ -	\$ 42,000.00
Group Insurance	\$ -	\$ -	\$ 78,000.00	\$ 78,000.00	\$ -	\$ 78,000.00
Company Uniforms	\$ -	\$ -	\$ 2,000.00	\$ 2,000.00	\$ -	\$ 2,000.00
Phone Office	\$ -	\$ -	\$ 9,000.00	\$ 9,000.00	\$ -	\$ 9,000.00
Janitorial Service	\$ -	\$ -	\$ 4,500.00	\$ 4,500.00	\$ -	\$ 4,500.00
Refuse Disposal	\$ -	\$ -	\$ 3,100.00	\$ 3,100.00	\$ -	\$ 3,100.00
Liability Insurance	\$ -	\$ -	\$ 27,000.00	\$ 27,000.00	\$ -	\$ 27,000.00
Workers Compensation	\$ -	\$ -	\$ 18,000.00	\$ 18,000.00	\$ -	\$ 18,000.00
Well Maint.	\$ -	\$ -	\$ 10,000.00	\$ 10,000.00	\$ -	\$ 10,000.00
Truck Maintenance	\$ -	\$ -	\$ 3,000.00	\$ 3,000.00	\$ -	\$ 3,000.00
Office Equip. Maintenance	\$ -	\$ -	\$ 6,000.00	\$ 6,000.00	\$ -	\$ 6,000.00
Cell Phones	\$ -	\$ -	\$ 4,000.00	\$ 4,000.00	\$ -	\$ 4,000.00
System Maintenance	\$ -	\$ -	\$ 75,000.00	\$ 75,000.00	\$ -	\$ 75,000.00
Safety Equipment	\$ -	\$ -	\$ 3,000.00	\$ 3,000.00	\$ -	\$ 3,000.00
Laboratory Services	\$ -	\$ -	\$ 12,000.00	\$ 12,000.00	\$ -	\$ 12,000.00
Membership and Dues	\$ -	\$ -	\$ 8,000.00	\$ 8,000.00	\$ -	\$ 8,000.00
Printing and Binding	\$ -	\$ -	\$ 500.00	\$ 500.00	\$ -	\$ 500.00
Office Supplies	\$ -	\$ -	\$ 5,000.00	\$ 5,000.00	\$ -	\$ 5,000.00
Postage and Express	\$ -	\$ -	\$ 13,000.00	\$ 13,000.00	\$ -	\$ 13,000.00
B.O.D. Fees	\$ -	\$ -	\$ 15,000.00	\$ 15,000.00	\$ -	\$ 15,000.00
Engineering & Technical Services	\$ -	\$ -	\$ 50,000.00	\$ 50,000.00	\$ -	\$ 50,000.00
Computer Services	\$ -	\$ -	\$ 15,000.00	\$ 15,000.00	\$ -	\$ 15,000.00
Other Prof. & Regulatory Fees	\$ -	\$ -	\$ 45,000.00	\$ 45,000.00	\$ -	\$ 45,000.00
Public and Legal Notices	\$ -	\$ -	\$ 2,000.00	\$ 2,000.00	\$ -	\$ 2,000.00
Attorney Fees	\$ -	\$ -	\$ 90,000.00	\$ 90,000.00	\$ -	\$ 90,000.00
GSA Fees	\$ -	\$ -	\$ 50,000.00	\$ 50,000.00	\$ -	\$ 50,000.00
VR/SBC/City of VTA Law Suit	\$ -	\$ -	\$ 100,000.00	\$ 100,000.00	\$ -	\$ 100,000.00
State Water	\$ -	\$ -	\$ 35,000.00	\$ 35,000.00	\$ -	\$ 35,000.00
Audit Fees	\$ -	\$ -	\$ 22,000.00	\$ 22,000.00	\$ -	\$ 22,000.00
Small Tools	\$ -	\$ -	\$ 2,500.00	\$ 2,500.00	\$ -	\$ 2,500.00
Election Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Water Purchase	\$ -	\$ -	\$ 75,000.00	\$ 75,000.00	\$ -	\$ 75,000.00
Casitas Standby Charges	\$ -	\$ -	\$ 17,000.00	\$ 17,000.00	\$ -	\$ 17,000.00
Treatment Plant operations	\$ -	\$ -	\$ 20,000.00	\$ 20,000.00	\$ -	\$ 20,000.00
Fuel	\$ -	\$ -	\$ 10,000.00	\$ 10,000.00	\$ -	\$ 10,000.00
Travel Exp./Seminars	\$ -	\$ -	\$ 2,000.00	\$ 2,000.00	\$ -	\$ 2,000.00
Meters	\$ -	\$ -	\$ 10,000.00	\$ 10,000.00	\$ -	\$ 10,000.00
Utilities	\$ -	\$ -	\$ 3,500.00	\$ 3,500.00	\$ -	\$ 3,500.00
Power and Pumping	\$ -	\$ -	\$ 80,000.00	\$ 80,000.00	\$ -	\$ 80,000.00
Total Expenditures	\$ -	\$ -	\$ 1,512,100.00	\$ 1,512,100.00	\$ -	\$ 1,512,100.00
Water Distribution System						
Automating Fairview Conn. Design	\$ -	\$ -	\$ 20,000.00	\$ 20,000.00	\$ -	\$ 20,000.00
Well B nitrate removal/blending	\$ -	\$ -	\$ 25,000.00	\$ 25,000.00	\$ -	\$ 25,000.00
4 Valve replacements / Deadends	\$ -	\$ -	\$ 50,000.00	\$ 50,000.00	\$ -	\$ 50,000.00
Relocate 6 inch main for Z-2	\$ -	\$ -	\$ 100,000.00	\$ 100,000.00	\$ -	\$ 100,000.00
El Sol to Lomita Tie-in	\$ -	\$ -	\$ 50,000.00	\$ 50,000.00	\$ -	\$ 50,000.00
R1 and 2 well conditions report	\$ -	\$ -	\$ 25,000.00	\$ 25,000.00	\$ -	\$ 25,000.00
Structures and Improvement	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Generator/Panel upgrades	\$ -	\$ -	\$ 140,000.00	\$ 140,000.00	\$ -	\$ 140,000.00
T.P. Final Eng./Permitting/PH-2	\$ -	\$ -	\$ 150,000.00	\$ 150,000.00	\$ -	\$ 150,000.00
Well 4 development work	\$ -	\$ -	\$ 25,000.00	\$ 25,000.00	\$ -	\$ 25,000.00
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Furniture and Fixtures	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
General Managers desk	\$ -	\$ -	\$ 2,000.00	\$ 2,000.00	\$ -	\$ 2,000.00
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Office Machines	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Field Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
T.P. computer/Programming	\$ -	\$ -	\$ 15,000.00	\$ 15,000.00	\$ -	\$ 15,000.00
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Appropriations for Contingencies	\$ -	\$ -	\$ 100,000.00	\$ 100,000.00	\$ -	\$ 100,000.00
Total Assets	\$ -	\$ -	\$ 702,000.00	\$ 702,000.00	\$ -	\$ 702,000.00
GRAND TOTAL	\$ -	\$ -	\$ 2,214,100.00	\$ 2,214,100.00	\$ -	\$ 2,214,100.00



Meiners Oaks Water District

Final Comprehensive Employee Manual

THE MISSION OF MEINERS OAKS WATER DISTRICT AND ITS STAFF IS
TO PRODUCE AND DELIVER A RELIABLE AND SUSTAINABLE SUPPLY OF
WATER TO MEET THE NEEDS OF THE RESIDENTS AND PROPERTIES
AND THE COMMUNITY WITHIN ITS BOUNDARIES

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MEINERS OAKS WATER DISTRICT

RESOLUTION NO. 09172019-1

A Resolution of the Board of Directors of
Meiners Oaks Water District

Approving the Employee Manual 2019 as a Fair Representation
of the Current Policies, Procedures, Types of Compensation and
General Conditions of Employment at the District

WHEREAS, Meiners Oaks Water District employees carry out the business of supplying water services to the Meiners Oaks Water District service area; and,

WHEREAS, Meiners Oaks Water District offers both compensation in the form of wages and benefits for the services provided by Meiners Oaks Water District employees; and,

WHEREAS, Meiners Oaks Water District has established personnel policies and procedures for the administration of employee compensation and the general conditions of employment with Meiners Oaks Water District; and,

WHEREAS, Meiners Oaks Water District, from time to time, amends the type, and level of employee benefits offered as part of that compensation; and,

WHEREAS, Meiners Oaks Water District, from time to time, amends the personnel policies and procedures in effect within the District; and,

WHEREAS, Meiners Oaks Water District recruits and hires new employees from time to time; and,

WHEREAS, Board of Directors has developed an Employee Handbook for the purpose of communicating Meiners Oaks Water District's current personnel benefits, policies, and procedures to both those employed by Meiners Oaks Water District, and to those who may consider employment with Meiners Oaks Water District;

NOW, THEREFORE, BE IT RESOLVED by the Meiners Oaks Water District Board of Directors that the Employee Handbook 2019 is a fair representation of the current policies, procedures, types of compensation, and general conditions of employment by the Meiners Oaks Water District and approves it for use in representing same to the current and new employees of the District; and

BE IT FURTHER RESOLVED that the Board of Directors may amend the Employee Handbook, from time to time, to reflect new or revised Meiners Oaks Water District personnel policies, procedures and types and levels of compensation.

ADOPTED, SIGNED AND APPROVED this 17th day of September, 2019.

Mike Etchart, President
Board of Directors
Meiners Oaks Water District

ATTEST:

Summer Ward, Secretary, Board of Directors
Meiners Oaks Water District

WELCOME

Welcome to the Meiners Oaks Water District (hereinafter referred to as "MOWD" or as "District"), The mission of Meiners Oaks Water District and its staff is to produce and deliver a reliable and sustainable supply of water to meet the needs of the residents, properties and the community within its boundaries. You are now a member of a very special team of people. The employees of MOWD have created a very dynamic work environment where individual expertise and innovation are both utilized and rewarded, and personal growth is encouraged. Here you will see your ideas welcomed and given proper consideration. At MOWD we believe in personal responsibility and accountability. All employees are expected to perform their duties with minimal supervision. Contained in these pages are the policies governing employee conduct, regulating the use of District resources, and enumerating employee privileges and benefits.

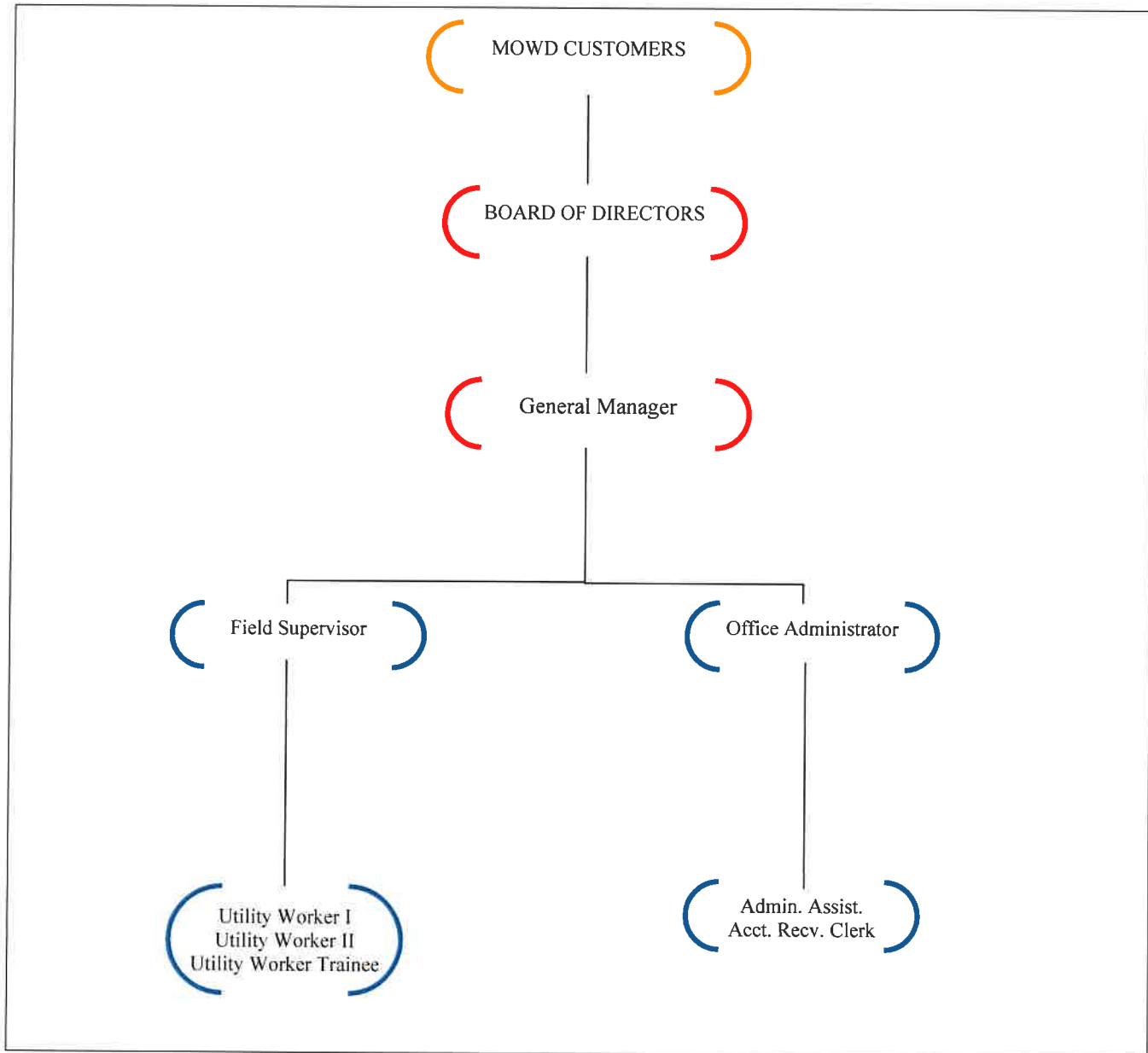
You will find that our policies regarding employee conduct follow the rules of common sense. These policies must, however, be written down and reviewed by all. Since it would be impossible to foresee every different situation and circumstance, it is assumed that the employee will defer to the rules of common sense or ask a superior when in doubt.

The most useful function of this manual will be as a reference to you, the employee when you have a question as to your rights and benefits. Contained herein are the policies regulating benefits such as vacation time, holidays, and benefits.

Finally, this manual will list policies that govern the use of District resources such as telephones, computers, and vehicles.

Please keep a copy of this manual handy for your reference. Once again, Welcome!

Management flow chart



INTRODUCTION TO EMPLOYMENT

This Handbook exclusively sets forth the MOWD's employment policies and procedures. None of these policies or procedures can be amended or altered in any way by oral statements, representations, conduct or practices of any officer or employee of MOWD, but can only be altered by the written amendment by the Board of Directors.

The contents of this Handbook are presented as a matter of information only and are not intended to create any contractual rights between the employee and MOWD. None of the benefits or policies in this Handbook entitle the employee to be or remain employed by MOWD for any specific duration. Either the employee or MOWD may terminate this relationship at any time, for any reason, with or without cause or notice. MOWD specifically reserves the right to amend this Handbook at any time.

None of these policies are intended to interfere with employees' rights protected by Section 7 of the National Labor Relations Act or other federal or state law to engage in concerted protected activity or to discuss the terms of their employment or working conditions with or on behalf of co-workers, or to bring such issues to the attention of management at any time.

It is the responsibility of each employee to read and understand this Handbook. If any part of this Handbook is not clear, please ask for clarification.

This Handbook supersedes all previous Handbooks and supplements to previous Handbooks distributed by MOWD and takes precedence over all memoranda and all oral descriptions of the terms and conditions of employment.

Employment Policy –At-Will Employment

My signature below is confirmation that I have received a copy of the Meiners Oaks Water District's Personnel Policies and Procedures. I understand that these policies and procedures are not exhaustive and are intended to supplement other personnel policies that govern rules of conduct and performance in the workplace. I also acknowledge and understand that this personnel policy is a guide, and not a contract of employment; it does not guarantee my continued employment with MOWD. I further understand and agree that it is my responsibility to read and familiarize myself with these policies and procedures and to contact my supervisor in the event that I have questions or need clarification regarding this information. I understand that not following District policies and procedures may result in disciplinary action including termination. I also acknowledge that the District reserves the right to revise and update these policies and procedures at any time. I understand that these personnel policies are not intended to be a contract of employment or a legal document.

I also agree that my employment with the District is voluntary and at-will and is subject to termination by me, or the District at-will as described in California Labor Code Section 2922, with or without cause, and with or without notice, at any time. Nothing in these policies shall be interpreted to be in conflict with or to eliminate or modify in any way the employment-at-will status of District employees or to create an agreement to terminate me only for "good cause."

I agree and understand that the at-will nature of my employment may not be modified by any officer or employee of the District except by an agreement in writing signed by the General Manager and Board President, and shall not be modified by any publication or document.

Employee's Signature

Date _____

Employee - Print Name

Meiners Oaks Water District
Personnel Policy and Procedures

All members of the staff are subject to dismissal after 1) a verbal warning and/or 2) a written reprimand (for the same offense).

MOWD reserves the right to deviate from the previously stated process to implement the at-will employment relationship. MOWD administers disciplinary action as it deems necessary in each individual case, based upon the circumstances at hand.

MOWD also acknowledges that situations may exist that would dictate quicker resolve by the General Manager (immediate termination) for instances such as violence in the workplace or threats to public health and safety. MOWD's use of any particular form of discipline or decision whether or not to impose discipline in any particular case does not change your at-will employment relationship with MOWD.

No one, other than the Board of Directors of MOWD, can enter into an agreement or make representations contrary to this policy. Further, any such agreement must be in writing and signed by the Board of Directors. MOWD's policy of at-will employment may be changed only in writing, approved by the Board of Directors and signed by the affected employee. No implied

contract concerning any employment-related decision or term or condition of employment can be established by any other statement, conduct, policy or practice. Examples of the types of terms and conditions of employment which are within the sole discretion of the District include, but are not limited to, the following: promotion; demotion; transfers; hiring decisions; compensation; benefits; qualifications; discipline; layoff or recall; rules; hours and schedules; work assignments; job duties and responsibilities; production standards; subcontracting; reduction, cessation or expansion of operations; sale, relocation, merger or consolidation of operations; determinations concerning the use of equipment, methods or facilities; or any other terms and conditions that the District may determine to be necessary for the safe, efficient and economic operation of the business.

In deciding to work for MOWD, or to continue working for MOWD, the employee must understand and accept these terms of employment.

Equal Employment Opportunity

MOWD believes that an objective evaluation of each person's qualifications and performance is basic to a workplace that calls forth the best in each of us for the good of MOWD. Such a situation exists only under equal opportunity personnel policies. It is the policy of MOWD to provide equal employment opportunity on the basis of merit, qualifications, potential and competency to all persons without regard to race, religious creed (including religious dress or grooming practices), color, sex, sex stereotype, pregnancy, childbirth or related medical conditions (including breastfeeding), age (40 years or over), sexual orientation, gender, gender identification and expression, transgender status, transitioning employees, physical or mental disability, medical condition (including cancer), genetic characteristics, genetic information, family care, marital status, enrollment in any public assistance program, status as military, a veteran or qualified disabled veteran, status as an unpaid intern or volunteer, ancestry, citizenship, national origin, protected medical leaves (including a request for or approval of leave under the Family and Medical Leave Act or the California Family Rights Act), domestic violence victim status, political affiliation, or any other classification protected by law ("Protected Characteristics"). MOWD also prohibits discrimination based on the perception that anyone has any of those Protected Characteristics, or is associated with a person who has or is perceived as having any of those Protected Characteristics.

For purposes of national origin discrimination, improper and unlawful conduct includes, but is not limited to, an employee's or applicant's (or that individual's ancestors') actual or perceived physical, cultural, or linguistic characteristics associated with a national origin group, marriage to or association with persons of a national origin group, tribal affiliation, membership in or association with an organization identified with or seeking to promote the interests of a national origin group, attendance or participation in schools, churches, temples, mosques, or other religious institutions generally used by persons of a national origin group, and a name that is associated with a national origin group, possessing a driver's license issued under Vehicle Code § 12801.9, or any other characteristic protected by law.

This policy applies to all personnel actions, including, but not limited to hiring, evaluation, promotion, compensation, benefits, training, and return from layoff or termination.

Improper interference with the ability of MOWD employees to perform their expected job duties is not tolerated. Violation of this policy, discrimination, or the making of derogatory statements regarding any individual's Protected Characteristics by any employee of MOWD shall be grounds for immediate discipline up to and including termination.

This policy extends to conduct with a connection to an employee's work, even when the conduct takes place away from MOWD premises, such as a business trip or business-related social function.

MOWD will reasonably accommodate the known physical or mental disabilities or religious beliefs or practices of an otherwise qualified applicant or an employee unless undue hardship would result. If an employee requires accommodation to perform the essential functions of the job, please contact a supervisor to notify MOWD of the disability or religious beliefs or practices and to describe the accommodations that the employee believes are necessary to enable the employee to perform the job duties. MOWD will work with its employees to determine whether there are any reasonable accommodations that would enable the employee to perform the job duties without causing undue hardship to MOWD.

Reporting, or assisting in reporting, suspected violations of this policy and cooperating in investigations or proceedings arising out of a violation of this policy are protected activities under this policy.

Requirements for Employment

Before anyone can be hired by MOWD, the candidate must meet the following requirements:

- a. Must have a valid social security number or other valid documentation to work in the U.S.
- b. Must complete a W-4 form, and any equivalent state form.
- c. Must have completed and signed an employment application.
- d. Must assure that the candidate is in a physical condition appropriate to perform the essential function of the job for which he/she applies with or without reasonable accommodation.
- e. Must have appropriate documentation establishing the right to work in the United States in compliance with Federal, State, and Local law.
- f. Must be willing to submit to a pre-employment physical, including drug, marijuana, and alcohol testing.

Must be willing to submit to a physical while employed, including drug, marijuana, and alcohol testing, to the extent allowed by law and as deemed necessary by the General Manager.

- g. Must agree that the candidate, if hired, has an "at-will" relationship with MOWD as described in California Labor Code, Section 2922 and that either the candidate or MOWD may terminate the relationship for any reason, at any time, with or without cause or notice.
- h. Must have a valid California Driver's License and an acceptable driving record with 2 points or less.

Dress Code

The Districts dress code policy applies to all employees.

MOWD Dress Code Policy:

- Employees are expected to dress in [**casual, business casual, smart casual, business**] attire unless the day's tasks require otherwise.
- Employees must always present a clean, professional appearance. Everyone is expected to be well-groomed and wear clean clothing, free of holes, tears, or other signs of wear.
- Clothing with offensive or inappropriate designs or stamps will not be allowed.
- Clothing should not be too revealing.
- Clothing and grooming styles dictated by religion or ethnicity are exempt.

Dress Code Violations:

Managers or supervisor are expected to inform employees when they are violating the dress code. Employees in violation are expected to immediately correct the issue. This may include having to leave work to change clothes.

Repeated violations or violations that have major repercussions may result in disciplinary action being taken up to and including termination.

Employee Classifications

- a. Full-Time Employee Definition: A full-time employee is defined under the Affordable Care Act, or any state equivalent law or regulation, as anyone who works at least 30 hours a week or at least 130 hours in a month. Full-time employees are entitled to all MOWD-sponsored benefits described in this handbook, as specified by our current carriers or as required by law.
- b. Hourly/Non-Exempt Employees: Non-Exempt Employees are paid on the basis of hours worked. Among others, they have minimum wage rights under Federal, State and Local laws, over-time rights, meal break rights, and rest break rights:
 - 1) Overtime pay must be approved by the General Manager in advance of being worked. Hourly/Non-exempt employees who continue to make a practice of working unauthorized overtime will be subject to discipline up to and including termination.
 - 2) The General Manager will attempt to schedule work hours in a fair and consistent manner; however,

there may be peak periods when employees are required to work overtime and/or unusual hours. Hourly/Non-exempt employees will be paid overtime premiums in accordance with applicable local, State and Federal regulations. Only hours actually worked are counted toward overtime.

- 3) Employee hours shall be based on the customer's needs and the needs of MOWD. This may entail the routine adjustments of workdays, starting time and quitting time, although MOWD will attempt to provide employees with reasonable notice to facilitate personal planning.
- 4) The on-call schedule will run from Friday at 5:00 p.m. through the following Friday at 8:00 a.m. The person who is on call shall retain the company vehicle at all times and stay within one hour. Response time to the District, unless other arrangements have been made with the General Manager. Additionally, on a day that the person has worked their normal 8-hour shift, the person who is on call shall receive 1-hour min. paid at 1 ½ times their normal rate of pay for call outs between the hours of 5:00 p.m. and 7:00 a.m. Also, 1 ½ times the normal rate at one-hour min. will be paid for any call outs on Saturdays, Sundays or Holidays.

Any time worked for a consecutive 12 hours shall be compensated at double the hourly rate of pay. No more than 24 consecutive hours will be worked without an 8-hour break.

- 5) Public employees are considered disaster service workers and therefore are subject to extended work hours during such declared emergencies.
- 6) Company vehicles are to be used for District purposes only. Family members, friends, acquaintances, or pets are not permitted in District vehicles.
- c. Exempt Employees: Exempt employees are those on salary, whose wages and duties are not covered by certain wage and time requirements of applicable laws, and are also subject to other aspects of compensation including health and retirement benefits, other insurances, use of District vehicles, travel and other allowances including time/funds for courses and conferences. Exempt employees are expected to work those hours necessary to complete their duties and responsibilities. Exempt employees will be notified of their exempt status by management.
- d. Part-Time Employees: Employees who are assigned a variable work schedule that may extend up to 29 hours per week. Part-time employees are ineligible for District sponsored benefits, except as required by law, but are eligible for Social Security and PERS benefits after working 125 days or 1000 hours on the District's payroll.
- e. Temporary Employees: Employees who hold jobs intended to be of limited duration developed from special projects, abnormal workloads or emergencies. Temporary employees are ineligible for District sponsored benefits, except as required by law, but are eligible for Social Security and PERS benefits after working 125 days or 1000 hours on the District's payroll.
- f. Probationary Period: A trial period during which an employee is required to demonstrate his/her ability to competently perform all the essential duties, functions and responsibilities of the employee's position. Generally, this period will not exceed six months. However, the General Manager may extend the

probationary period. Completing your introductory period does not alter your at-will employment status.

PAYROLL ADMINISTRATION

Time Sheets

All Employees are required to keep an accurate record of the time worked on the forms provided by MOWD. The use of timesheets assures proper cost accounting. Non-exempt employees must record the time they begin the workday, the time the employee left for a meal period, the time the employee returned from a meal period, the time the employee stopped work at the end of the day, and whenever the employee leaves the premises for any reason other than rest breaks or MOWD business. The employees must submit a signed timesheet 2 working days prior to the 15th of each month, and before to the last day of each month, or as requested. The timesheet should be completed in a neat and orderly manner (so that all entries are easily read) and submitted at the request of the District Secretary. Timesheets are to be pre-approved by the General Manager.

Working off-the-clock is strictly prohibited. "Off-the-clock" work is a generic term that means work you may perform but that is not reported. Any employee who fails to report or inaccurately reports any hours worked will be subject to disciplinary action, up to and including discharge.

Paydays

The employees are paid on the 15th of each month or on the Friday before if the 15th falls on a weekend or holiday and the last working day of each month. Paychecks are distributed by 5 p.m. on the date paid.

Payroll Deductions

State and Federal laws require MOWD to make proper deductions on the employees' behalf. Amounts withheld vary according to earnings, marital status, and number of exemptions claimed.

Required deductions include Federal Income Tax, FICA contribution, Medicare contribution, State Income Tax, PERS, and any valid court-ordered withholding order. Other deductions, such as employee health insurance contributions, may also be made if you authorize it in writing. We will not deduct any amounts from the employees paycheck unless required by law or authorized in writing by the employee.

Changing Employee Information

The employee is to advise MOWD as soon as possible of any changes to the employee's information such as name, address, telephone number, marital status, tax withholding information, or emergency contact information.

Retirement Benefits

MOWD is a member of the California Public Employees Retirement System (CalPERS). MOWD pays the appropriate contractual percentage to PERS as part of full-time and part-time employees' regular salaries. Accumulated sick leave may be applied to an employee's retirement calculation. (See page 14, section J (a)).

Medicare

Required Medicare deductions will be made to all employee paychecks.

EMPLOYEE BENEFITS

Introduction

MOWD has developed a broad, comprehensive set of employee benefit programs to supplement the employee's regular wages. MOWD is continually investigating opportunities to improve benefits to employees.

These employee benefit programs consist of two categories: insured and uninsured. Insured benefits are those that MOWD pays for through an outside source. Examples of these benefits are Medical, Dental and Life Insurance.

Examples of uninsured benefits are annual sick leave and holiday pay. These are benefits that are paid for directly by MOWD and are available to the employee with conditions and specifications summarized in the following pages.

These benefits on average represent a significant percentage of an employee's total compensation.

Group Insurance Plan

MOWD provides access to group major medical, dental and life insurance options at no cost to the employee only. The benefits for eligible family members may also be available to the employee. The candidate will receive further information, brochures and enrollment forms during orientation.

The employee may have premiums deducted for coverage for:

- Spouse or registered domestic partner
- Unmarried children up to the 26th birthday including children placed in the home for adoption
- Unmarried children through the age of 26th who qualify as dependents of the employee or eligible spouse or registered domestic partner who are full-time students or who are considered legally handicapped, subject to carrier approval. (Affordable Care Act 2011 and our insurance carrier)
- Children are eligible for coverage as a result of a valid qualified medical child support order.

The following is a brief description of the plans available and is not meant to replace the actual wording of the policy, which makes the final determination of the benefits to be provided. The specific plans and carriers may change from time to time.

Medical

- a. Persons Eligible:
Regular full-time employees and their eligible family members
- b. Waiting Period:
The first day of full-time employment
- c. Employee Contribution:
For eligible family members
- d. Employer Contribution:
The total cost of the employee's benefit
- e. Benefits Provided:
See information booklet provided at the time of employment or during employment orientation
- f. Where to File Claims:
Claim forms for insurance may be obtained from your physician
- g. Family Members/Dependents:
MOWD pays 75% of all eligible family member's/dependent's premium
- h. OPT-OUT Benefit:
MOWD employees that opt to obtain health care coverage through their Spouse's or Registered Domestic Partner's (RDP's) workplace, instead of using the health coverage that MOWD offers, will not be eligible for reimbursement.
If the MOWD employee OPTS out, proof of current medical insurance must be provided to MOWD.

Dental

- a. Persons Eligible:
Same as for medical above
- b. Waiting Period:
Same as for medical above
- c. Employee Contribution:
Same as for medical above
- d. Employer Contribution:
Same as for medical above
- e. Benefits Provided:
See information booklet provided at the time of employment or during your employment orientation
- f. Where to File Claims:
All participating dentist's offices have claim forms and will file directly with the provider. A list of participating dentists is available at the District office

Vision Insurance

- i. Persons Eligible:
Regular full-time employees and their eligible family members
- j. Waiting Period:
Same as for medical above
- k. Employee Contribution:
The total cost of the employee's benefit
- l. Employer Contribution:
None
- m. Benefits Provided:
See information booklet provided at the time of employment or during employee orientation
- n. Where to File Claims:
Claim forms for insurance may be obtained from your physician

Life insurance

- a. Persons Eligible:
Regular full-time employees

- b. Waiting Period:
Same as for medical above
- c. Employer Contribution:
The total cost of employee's benefit
- d. Benefits Provided:
\$15,000 term life policy, plus \$15,000 accidental death benefit
- e. Where to File Claims:
Surviving family members should contact the District office

Sick Leave

- a. Purpose. To allow District employees paid time away from work when the employee is sick or injured.
- b. Time. Each employee is entitled to 1.25 days (10 hours/month) of paid leave due to sickness or injury, for each full month of employment. If the employee does not utilize the full amount of sick leave allowed, the unused time not taken is accumulated so long as the employee remains employed by MOWD.
- c. The definition of sick includes illness in the immediate family. Definition of "immediate family member" means spouse, domestic partner, cohabitant, child, stepchild, grandchild, parent, stepparent, mother-in-law, father-in-law, son-in-law, daughter-in-law, grandparent, great grandparent, brother, sister, half-brother, half-sister, stepsibling, brother-in-law, sister-in-law, aunt, uncle, niece, nephew, or first cousin (that is, a child of an aunt or uncle). Sections 55, 59, 95 and 98.8, Labor Code.
Reference: Section 2066(d), Labor Code.
- d. If the employee is absent from duty due to injury caused by accident, or illness contracted in the performance of duty, the amount deducted for such absence shall be the actual amount paid on account of such absence by the State Compensation Insurance Fund to said employee, not including payment for medical service, permanent disability, etc., and there shall be no loss of sick leave benefits because of such absence, provided that the absence shall be considered as due to injury caused by accident or illness contracted in the performance of duty, only if it is determined by the State Compensation Insurance Fund.
- e. Any employee absent on account of illness or injury for a duration of three (3) days or more shall; i) file a statement certifying the cause of such absence; (ii) this statement shall be verified by the family physician; and (iii) submitted to the General Manager prior to returning to work. If no such statement is filed, a salary deduction shall be made.
- f. When accumulated sick/vacation leave has been used up, PTO shall be made in accordance with the Family Leave and Medical Act. (See 29 CFR 825.207)

- g. To be eligible for the 10 hours of sick time awarded by the agency the employee must be employed for the full month prior. Example; if an employee starts the month with 10 hours and uses the 10 hours during that month, another 10 hours is not automatically awarded for that following month. The employee must be in attendance for another full month before another 10 hours is added.

Bereavement Leave

Every employee is entitled to three (3) days of absence for the death of any member of his/her immediate family. Three days need not be taken consecutively. Immediate family is defined as; spouse, domestic partner, cohabitant, child, stepchild, grandchild, parent, stepparent, mother-in-law, father-in-law, son-in-law, daughter-in-law, grandparent, great grandparent, brother, sister, half-brother, half-sister, stepsibling, brother-in-law, sister-in-law, aunt, uncle, niece, nephew, or first cousin (that is, a child of an aunt or uncle). Sections 55, 59, 95 and 98.8, Labor Code. Reference: Section 2066(d), Labor Code.)

No deduction shall be made from the salary of such employee on account of this leave of absence. Additional time may be granted subject to the General Managers approval.

Authorized Leave

- a. Leave other than vacation, sick, bereavement, or obligatory must be authorized by the General Manager in advance of taking such leave.
- b. The amount of salary deduction for employees who are absent for any Authorized Leave reason will be the regular rate in accordance with the Family and Medical Leave Act.
- c. In exceptional cases where the absence is obligatory, such as jury duty, military order, or trials and upon the request of the employee, the facts shall be submitted to the General Manager for special consideration. (See page 35, H. Jury Duty/Witness Leave).

Vacations

All vacation time must be earned before it can be taken.

Every full-time employee will accrue vacation time annually according to their length of employment, as follows:

- 1 year = 10 working days of vacation with pay
- 5 years = 15 working days of vacation with pay
- 15 years = 20 working days of vacation with pay
- If circumstances prevent the employee from taking his/her vacation during the calendar year it is due, he/she may roll-over that earned vacation into the following year not to exceed 4 weeks. This only applies to non-exempt employees.

- No employee shall have the ability to transfer more than four (4) weeks of vacation time from one calendar year to the next. Once the employee has accumulated four (4) weeks (160 hrs) the employee will stop accruing further vacation time until the employee has taken enough vacation hours to bring that employee below this accrual cap. This only applies to non-exempt employees.
- The General Manager shall accrue paid vacation time in the following manner as an exempt employee;
 - 1 year = 15 working days (10.0 Hrs. /month)
 - 5 years = 20 working days (13.34 Hrs. / month)
 - 15 years = 30 working days (20.0 Hrs. / month)

Holidays

The following paid Holidays are observed by the District:

- New Year's Day
- President's Day
- Memorial Day
- Independence Day
- Labor Day
- Veteran's Day
- Thanksgiving Day and day after
- Christmas Day and the day after
- One (1) floating holiday per year (at Employee's discretion)

District Holidays which fall on a Saturday or Sunday shall be observed on the preceding or the following workday.

To be eligible for holiday pay, the employee must work on the last scheduled workday immediately prior to, and the first scheduled workday immediately after the designated holiday (regardless of whether the employee is scheduled for those days), unless the employee's absence is excused.

Employees on unpaid leaves of absence are not eligible for holiday pay while on a leave of absence.

The District pays eligible non-exempt employees holiday pay at their regular straight-time hourly rate in effect at the time the holiday is observed. Non-exempt employees will not receive holiday pay if they are scheduled to work but do not report to work on a designated holiday.

Exempt employees will not receive additional holiday pay, but they will not incur any reduction in pay for a partial week absence due to a District-observed holiday.

In the unlikely event that the employee does not use their accrued floating holiday each calendar year, that unused floating holiday time may be carried over from year to year. However, once that employee has accumulated 1.50 times as many hours as your annual floating holiday accrual benefit, that employee will stop accruing further floating holiday time until that employee has taken enough floating

holiday hours to bring them below this accrual cap. All accrued but unused floating holiday time will be paid at the employee's final rate of pay upon departure from MOWD.

If the employee recognizes alternative holidays for religious purposes, contact the General Manager to discuss accommodation's for additional religious holidays without pay.

CAL PERS Retirement

- The District participates in (2) two California Public Employees' Retirement Systems:
- 2%@60 with the member contribution rate of 7%
- 2%@62 with the member contribution rate of 6.25% (All full-time employees enrolled after January 1, 2013)
- District's contribution varies each year
- MOWD pays the appropriate contractual percentage to PERS as part of full-time employees' regular salaries
- Accumulated sick leave will be applied to an employee's retirement calculation
- To be eligible for service retirement, the employee must be at least age 50 and have 5 years of CalPERS credited service. An optional benefit included in MOWD's contract with CalPERS allows for the inclusion of Military Service in the service credit calculations in some instances.
- All employees (except part-time employees with less than 1000 hours per year and Board Members) are covered under this plan.

Additional Benefits

- a. The District also offers all full-time employees an additional 457 supplementary retirement plan
- b. All tools required by an employee to complete their work assignments are furnished by the District
- c. All classes taken by staff must be approved by the General Manager prior to enrollment
- d. The District will pay for tuition, books, and campus parking permit at an amount not to exceed \$1,200.00/year/staff member
- e. Employees are urged to improve their knowledge as it applies to the employee's job. The employee shall provide a copy of the official grade report, (minimum "C" grade required) certification of completion or diploma accompanied by receipts for eligible reimbursement to the General Manager for processing of payment.
- f. Salaried personnel are exempt from this portion of the Employee Manual. All education or conferences attended by salaried personnel must be approved by the Board of Directors prior to enrollment.
- g. If any employee's employment ends for any reason prior to completing a course and/or receiving a

grade, there shall be no obligation on the part of the District to reimburse any part of the expense.

- h. Clothing allowances will include \$200.00 per field person per year. Work shirts and jackets and/or sweatshirts shall be provided by the District.
- i. Employees that are required to travel greater than a 60-mile radius for District business shall be paid a Per-Diem equal to the current IRS rate. (supported by receipts) The District will not reimburse for alcoholic beverages. Accommodation's for lodging shall be approved by the G.M. and made in advance by the District.

EMPLOYEE RELATIONS

Attendance and Tardiness

- a. Purpose. The customers of MOWD expect good quality water at a reasonable price with a minimum of service outages. Unscheduled employee absenteeism and tardiness directly increases the cost to the customers and lowers the level of service.
- b. Scope. The policy is applicable to all temporary and regular, part and full-time employees.
- c. Policy. Regular and timely attendance is an essential function of every position in MOWD. It is the policy of the District to expect all employees to complete their job elements and assignments on or ahead of time. Frequently, the completion of these job elements and assignments depend upon interactive teamwork, and an employee who is absent may delay the timely completion of the District's mission.
- d. Definitions:
 - 1) Leave, Approved:
Whenever an employee has obtained prior approval from the General Manager, the absence will be defined as approved. The approval should be sought as far in advance as practical and short or "last minute" requests may not be approved. The employee may use vacation benefits for their approved leave days.
 - 2) Tardiness, Excused:
Whenever an employee notifies the General Manager before the beginning of their daily work schedule, the tardiness will be defined as excused. The approval should be sought as far in advance as practical and short or "last minute" requests may not be approved. The employee may use their vacation benefits for their excused tardiness.
 - 3) Job Abandonment:

MOWD considers the position abandoned if for a period of three (3) consecutive days there is no-call/no-show.

e. Procedure:

- 1) When an employee is going to be late for work or absent, the employee must:
 - a) Notify the General Manager, or in the case of the General Manager not being available, then notify their appropriate co-workers. If a message is left with either the telephone answering service or the District's voice mail system, then a follow-up telephone call must be made to the General Manager.
 - b) Provide time and date when the employee expects to return to work.
 - c) Identify all important tasks that need to be completed during the absence.
- 2) When an employee is on approved leave, due to personal illness, for more than three (3) consecutive workdays, the employee will be required to obtain a written release from their physician stating that the employee is able to return to work. Failure to provide the release may result in the leave being considered as unapproved and the employee may not be eligible for full-time employee benefits.

Standards of Conduct

- a. Purpose. Employees must understand what actions or behavior is not acceptable at MOWD and will end their continued employment with the District. It is expected that employees will conduct themselves in a manner that will further the goals of the District. The purpose of this policy is to describe generally the basic standards of conduct that are required of all employees at all times.
- b. Scope. The policy applies to all employees of MOWD.
- c. Policy. The District recognizes that certain employee actions and behaviors are inconsistent with continued employment by the District. The standards contained in this policy generally describe those actions but do not limit the District's right to discipline or dismiss employees for actions found to be inconsistent with continued service to the District.
- d. Procedure. If an employee participates in activities of the nature listed below, that employee shall be sent home. The District shall conduct an investigation into the incident. Based upon the outcome of the investigation and considering the best interest of the District, the General Manager will take an appropriate action that may include dismissal of the employee.

The following are considered Impermissible conduct:

- 1) Physical violence or the threat of physical violence

- 2) Possession of firearms, explosive, or any weapon while at work
- 3) Blatant disregard for duly noticed District safety policies, or engaging in actions that unreasonably places the employee or others in danger
- 4) Possession, use, or being under the influence of alcohol, marijuana or illegal drugs while at work
- 5) Engaging in illegal activities whether or not that activity results in a legal conviction
- 6) Deliberate actions that obstruct District operations or damage District property (including, but not limited to, falsifying records, sabotage, or misuse of District property)
- 7) Theft (including, but not limited to, unauthorized removal of District property, embezzlement, taking the property of fellow employees or customers)
- 8) Falsifying timekeeping or payroll records
- 9) Use of District time or resources to conduct private enterprise, political activities
- 10) Unauthorized use of District buildings or vehicles
- 11) Falsifying or making material omissions on the MOWD's employment application
- 12) Insubordination or refusal to perform tasks assigned by a supervisor
- 13) Failure to comply with the District's no harassment (including sexual harassment), discrimination, bullying and retaliation policies as prescribed by that policy
- 14) Inability to operate motor vehicles due to license suspension, loss of insurability, or inability to maintain a valid driver's license
- 15) Substance abuse of any kind while at work including marijuana
- 16) Habitual absence or tardiness
- 17) Abuse of sick leave
- 18) Being wasteful of material, property, or working time
- 19) Violation of any lawful or reasonable regulation or order made and given by an employee's supervisor or manager
- 20) Willful disobedience

21) Theft

22) Moral Turpitude

23) Any violation of these policies, or of any rule, practice, procedure, policy or management directive set or stated by MOWD at any time

Harassment

- a. Purpose. The purpose of this policy is to establish a strong commitment to prohibit harassment in employment and to set forth a procedure for investigating and resolving internal complaints of harassment.
- b. Scope. This policy is applicable to all employees of MOWD and everyone involved in the operation of MOWD and sets a standard of expected behavior for all persons working in or with MOWD.
- c. Policy. Harassment of an applicant, intern, volunteer or employee by a supervisor, management employee, or co-worker, or by any outside persons in contact with our employees, interns, volunteers and independent contractors (including our customers, potential customers, vendors, delivery persons, etc.) on the basis of race, religious creed (including religious dress or grooming practices), color, sex, sex stereotype, pregnancy, childbirth or related medical conditions (including breast feeding), age (40 years or over), sexual orientation, gender, gender identification and expression, transgender status, transitioning employees, physical or mental disability, medical condition (including cancer), genetic characteristics, genetic information, family care, marital status, enrollment in any public assistance program, status as military, a veteran or qualified disabled veteran, status as an unpaid intern or volunteer, ancestry, citizenship, national origin, protected medical leaves (including a request for or approval of leave under the Family and Medical Leave Act or the California Family Rights Act), domestic violence victim status, political affiliation or any other classification protected by law will not be tolerated. We also prohibit harassment based on the perception that anyone has any of those Protected Characteristics, or is associated with a person who has or is perceived as having any of those Protected Characteristics. This Policy applies to all terms and conditions of employment including, but not limited to, hiring, placement, promotion, disciplinary action, layoff, recall, transfer, leave of absence, compensation and training. This policy also extends to conduct with a connection to your work, even when the conduct takes place away from our premises, such as a business trip or business-related social function.

For purposes of national origin harassment, improper and unlawful conduct includes, but is not limited to, harassment based upon an employee's or applicant's (or that individual's ancestors') actual or perceived physical, cultural, or linguistic characteristics associated with a national origin group, marriage to or association with persons of a national origin group, tribal affiliation, membership in or association with an organization identified with or seeking to promote the interests of a national origin group, attendance or participation in schools, churches, temples, mosques, or other religious institutions generally used by persons of a national origin group, and a name that is associated with a national origin

group, possessing a driver's license issued under Vehicle Code § 12801.9, or any other characteristic protected by law.

Disciplinary action up to and including termination will be instituted for the behavior described in the definition of harassment set forth below:

Any retaliation, coercion or intimidation of employees, interns, volunteers or job applicants for filing a harassment charge or making a harassment complaint is prohibited. Reporting, or assisting in reporting, suspected violations of this policy and cooperating in investigations or proceedings arising out of a violation of this policy are protected activities under this policy. Employees found to be retaliating against another employee shall be subject to disciplinary action up to and including termination.

d. Definitions: Harassment includes, but is not limited to:

1. Verbal Harassment. For example, epithets, derogatory comments or slurs on the basis of race, religious creed, color, national origin, ancestry, handicap, disability, medical condition, marital status, sex, sexual preference or age. This might include inappropriate sex-oriented comments on appearance, including dress or physical features, or race-oriented anecdotes.
2. Physical Harassment. For example, assault, impeding or blocking movement by physical interference with work or movement when directed at an individual on the basis of race, religion, color, national origin, ancestry, handicap, disability, medical condition, marital status, age, sex or sexual preference. This could be conducted in the form of pinching, grabbing, patting, propositioning, leering, or making explicit or implied job threats or promises in return for submission to physical acts.
3. Visual Forms of Harassment. For example, derogatory posters, notices, bulletins, cartoons, or drawings on the basis of race, religious creed, color, national origin, ancestry, handicap, disability, medical conditions, marital status, sex, sexual preference, and age.
4. Sexual Favors. Unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature which is conditioned upon an employment benefit, unreasonably interferes with an individual's work performance or creates an offensive work environment. Sexually harassing conduct need not be motivated by sexual desire. Sexual harassment may include situations that began as reciprocal relationships, but that later cease to be reciprocal.
5. Any employee who believes they have been or are being harassed by a co-worker, supervisor or agent of the District, including any member of the Board of Directors, or another person involved in the operation of MOWD, or who has witnessed an incident of harassment, should promptly report the facts of the incident or incidents orally or in writing to the General Manager. The names of all parties involved should be included in the report to the General Manager, and this report will be forwarded to the Board of Directors. Any supervisor or manager who receives a complaint of harassment must immediately report that complaint to the General Manager. The

General Manager will forward this report to the Board of Directors. Anonymous complaints will also be investigated.

6. Upon notification of a harassment complaint, the General Manager shall immediately take appropriate remedial action to prevent future instances of wrongful conduct and shall also investigate the complaint, with confidentiality and discretion in mind, to determine whether the complaint is valid. With the permission of the board, the investigation may be handled externally by an impartial and qualified investigator.
7. The investigation process will be documented and tracked for reasonable progress to ensure a timely resolution. In conducting the required investigation, interviews are to be held with the complainant, the accused harasser and any other persons believed to have relevant knowledge concerning the complaint. This may include victims of similar conduct. Although the district cannot promise complete confidentiality, the district will maintain confidentiality to the extent permitted by law and will be as discreet as possible throughout the investigation process.
8. All personnel must fully cooperate in the investigation process. This includes, but is not limited to, maintaining an appropriate level of discretion regarding the investigation and disclosing any and all information that may be pertinent to the investigation.
9. The General Manager shall review factual information gathered through the investigation to determine whether the alleged conduct constitutes harassment, giving consideration to all factual information, the totality of the circumstances, including the nature of the verbal, physical, visual or sexual conduct and the context in which the alleged incidents occurred.
10. The General Manager shall report the results of the investigation and the determinations to the complainant, and the alleged harasser.
11. The General Manager shall meet with all the principals involved and notify them of the results of the investigation. If the complaint is found to have merit, prompt corrective actions, as provided for herein, shall be implemented. The action will be commensurate with the severity of the offense and appropriate remedial action shall be taken to resolve the complaint in light of the circumstances involved.
12. The District will take reasonable steps as provided herein to protect the victim and other potential victims from further harassment.
13. The District will take reasonable steps as provided herein to protect the victim from any retaliation as a result of communicating the complaint.
14. If the General Manager is accused of being involved, employees are encouraged to discuss the matter with the President of the Board of Directors.
15. MOWD will not retaliate against the employee for filing a complaint or participating in an investigation, and MOWD will not tolerate or permit retaliation against you by management,

supervisors, employees, independent contractors or other persons. No one may discourage or prevent any victim of harassment from using our complaint procedure to report harassing conduct, or discourage or prevent any witnesses from participating in the investigation.

Dissemination of Policy - All employees shall be provided with copies of this Policy. MOWD will follow the same complaint investigation procedure for reported complaints of discrimination, bullying or retaliation.

All management and supervisory employees of MOWD are expected to avoid any behavior or conduct which could be interpreted as harassment, discrimination, bullying, retaliation toward any employee.

All management and supervisory employees of MOWD are expected to immediately report any harassment, discrimination, bullying or retaliation of an employee to the General Manager. (See appendix c).

MOWD urges employees to immediately report any incidents of harassment, bullying, discrimination or retaliation so that MOWD can quickly and fairly resolve any complaints. The Federal Equal Employment Opportunity Commission and the California Department of Fair Employment and Housing also investigate and prosecute complaints of unlawful harassment, discrimination, and retaliation. Both agencies may be found on the internet or through Directory Assistance. MOWD has also provided the employee with a copy of the Brochure on Sexual Harassment (DFEH 185).

As part of MOWD's commitment to providing a harassment-free workplace, we provide and require training for all of our employees. This training is provided within six months of hire (or promotion to a management position), and once every two years thereafter. The training covers not only sexual harassment prevention but also prevention of all other forms of prohibited harassment, discrimination, retaliation, and abusive conduct. While it is nearly impossible to prevent all forms of employee conflict in any business, MOWD believes that training our employees how to recognize and prevent harassment, discrimination, retaliation, and abusive conduct goes a long way toward eliminating prohibited conduct in our workplace.

Whistleblowing Policy

It is the policy of Meiners Oaks Water District (District) that its employees should be free to report violations of law, abuse of authority, fraud, economic waste, or gross misconduct, incompetence or inefficiency without fear of retaliation or retribution. This policy is based on a finding that the District best serves itself and its customers when it can be candid and honest without reservation in conducting the business of the District. The District prohibits retaliation by employees against any staff member, Board member or volunteer for making good-faith complaints, reports or inquiries regarding illegal or improper activities under this policy to the District or any law enforcement agency, or for participating in a review or investigation of any such complaints under this policy. This protection extends to those whose allegations are made in good faith, but prove to be mistaken. The

District reserves the right to discipline persons who make bad faith, knowingly false, or vexatious complaints or reports regarding alleged illegal or improper activities, or who otherwise abuse this policy.

Therefore, the purpose of this policy is to: (1) encourage staff, Board members and volunteers to report to the District any credible information in their possession regarding illegal or improper activities and/or retaliation as defined herein, including violations of the District policies, promptly to those members of the District specified in this policy; and (2) prohibit the District's Board of Directors, Chief Executive Officer (General Manager) and supervising employees from retaliating against any employee (or family members) who reports illegal or improper activities to the District or law enforcement agencies as provided herein; and (3) specify a procedure by which information regarding illegal or improper activities of or retaliation by members of the Board of Directors or employees can be reported to the District and investigated; and (4) provide a hearing process to any employee or Board member who has filed a written complaint with the District alleging actual or attempted acts of retaliation in response to having made a Protected Disclosure to the District or law enforcement protected by this policy.

Definitions:

a. "Illegal Order"

Means a directive to violate or assist in violating a federal, state or local law, rule or regulation, or an order to an employee to work or cause others to work in conditions outside of their scope of duty that could unreasonably threaten the health and safety of employees or the public.

b. "Illegal or Improper Activity"

Means an activity by a member of the Board of Directors, an employee, or a volunteer of the District that is undertaken in the performance of that person's duties that is either: (1) a violation of any state or federal laws or regulation including, but not limited to, corruption, malfeasance, bribery, theft of property, fraud, coercion, conversion, abuse of property or willful omission to perform a duty; or (2) violates District policies, is economically wasteful, or involves gross misconduct, incompetence, or inefficiency. Illegal or Improper Activity includes alleged financial, accounting or audit improprieties and alleged ethical violations by employees of Board members.

c. "Protected Disclosures"

Means a good faith communication from an employee or Board member of the District to the District or law enforcement agencies that discloses information that may be evidence of illegal or improper activity.

d. "Retaliation"

Means an employee or Director using or attempting to use his or her official authority or influence over an employee (or family member) to intimidate, threaten or coerce any employee (or family member) in order to interfere with the rights of employees to freely report illegal or improper activity to the District or a law enforcement agency. Retaliation includes, but is not limited to, promising to confer, or conferring any benefit; affecting or threatening to affect any reprisal; or taking or directing others to take, recommend, or approve any personnel action against an employee making a protected disclosure including, but not limited to, demotion, transfer, assignment, performance evaluation, suspension, or other disciplinary action including termination.

Encouragement of reporting of Illegal or Improper Activity:

The District encourages employees and members of the Board to file complaints or reports about illegal orders or illegal or improper activity or alleged retaliation with the General Manager. All such complaints shall include specific facts supporting any allegation of illegal or improper activity, or retaliation, as defined by this policy. Complaints of illegal or improper activity or retaliation may be made anonymously, but such anonymity may impede the ability of the District to conduct a thorough investigation. If the General Manager is alleged to be involved in the complaint or report, then such complaint shall be filed with the President of the Board of Directors. If the President of the Board is also alleged to be involved in the complaint, then the complaint or report shall be filed with District's General Counsel.

This policy is not intended to provide a procedure for the filing of employee or Board member complaints regarding any employment issues other than whistleblowing activities and protection of employees from retaliation for making protective disclosures. Other allegations with respect to which the District has an existing complaint, grievance or appeal procedures as specified in the District's policies should be addressed pursuant to those procedures, such as issues of alleged discrimination or harassment which are processed by the District's standing executive committee or the General Manager.

Investigations of Allegations of Illegal and Improper Activity:

The General Manager may request that a person submitting a complaint alleging illegal or improper activity provide his or her name and contact information and provide the names and contact information for any persons who could help substantiate the claim. However, this information is not required in order to submit a complaint. If found useful, employees or Board members may use for the purposes of submitting a report the forms used for complaints and grievances that are shown in the Grievance and Complaint Policy Procedures. However, it should be clearly noted on the form that the form, in this case, is intended for reporting "illegal or improper action."

Upon receiving a complaint form from any employee or member of the Board that an employee or Board member has engaged in an illegal or improper activity, the General Manager will conduct an investigation of the allegations in the complaint. The identity of the person filing the complaint, or of any person providing information in confidence regarding the facts in the complaint shall not be disclosed without the express permission of the person providing the information. However, the General Manager may disclose the facts in the complaint to a law enforcement agency in the event that an allegation of criminal conduct is contained in the complaint filed with the District. The General Manager may request the assistance of the District's General Counsel and/or any outside consultant for assistance in evaluating an allegation of illegal or improper activity or conducting an investigation of Illegal or Improper Activity as authorized by this policy. The General Manager shall investigate the allegations in the complaint and prepare a report of the results of the investigation within sixty (60) days of the date of the complaint.

If upon completion of the investigation, the General Manager finds that an employee or Board member may have engaged or participated in an Illegal or Improper Activity, the General Manager shall make such findings in an investigative report and include recommended actions to prevent the continuation or recurrence of the illegal or improper activity. Such recommendations may include taking disciplinary action against those employees found to have violated this policy. The action may be taken by the General Manager. The

investigative report may also recommend imposing sanctions, including loss of office, on those Board members found to have violated this policy. In that event, the report shall be filed with the Executive Committee of the Board of Directors which shall comply with the policies of the District in initiating discipline against a member of the Board of Directors. The District shall keep confidential all investigation work product including the investigative report.

Complaints of Retaliation and Investigation:

An employee or volunteer who believes he or she has been subjected to Retaliation as defined and prohibited by this policy shall file a written complaint with the General Manager which specifies the alleged retaliatory conduct and identifies the individuals allegedly engaged in such conduct. The complainant must use and complete the Grievance and Complaint Form outlined in the District's Grievance and Complaint Procedures. If the alleged retaliation is charged against the General Manager, the complainant can file their complaint or grievance with the Executive Committee of the Board. The Executive Committee will then investigate the allegation or complaint as described in the process for an investigation led by the General Manager.

Upon receipt of the complaint, the General Manager, or Executive Committee shall commence an investigation of the allegations contained in the complaint of retaliation, which shall include interviews of the complainant and any potential witnesses. The Committee or the General Manager may utilize the services of the District's General Counsel and/or other consultants in conducting such investigation and preparing an investigation report. A written investigation report regarding the alleged retaliation shall be completed within thirty (30) days of receipt of a complaint of Retaliation.

Based on the investigation, the General Manager shall make a determination as to whether retaliation occurred in violation of this policy and, if so, what steps should be taken to remedy the situation. The General Manager's decision shall be communicated to the complaining employee. In making his or her determination, if it is alleged that improper disciplinary action was taken against the complaining employee in retaliation for having made a protected disclosure, the General Manager shall consider whether the taking or failing to take any personnel actions with respect to an employee, the burden of proof shall be on the supervisor or other employee imposing the discipline to demonstrate by clear and convincing evidence that the alleged personnel action would have occurred for legitimate independent reasons even if the complaining employee had not engaged in protected disclosures of illegal or improper activity.

The investigation report of the alleged Retaliation prepared by the General Manager shall include a written decision as to whether this policy has been violated. If the investigation report concludes that this policy has not been violated and the complaining employee disagrees with the determination of the General Manager, the complaining employee may appeal in writing the decision to the Executive Committee of the Board of Directors. That appeal must be filed within ten (10) business days of receipt of the investigation report and decision of the General Manager. The complaining employee must use and complete the District's Grievance and Complaint Appeals Form outlined in the District's Grievance and Complaint Procedures.

If an appeal is filed, the Executive Committee of the Board of Directors shall conduct a hearing of the complaining employee's appeal and hear and receive all evidence submitted by the complaining employee. In hearing the appeal, the Executive Committee may take evidence, and hear testimony from the complaining employee and other witnesses. The Executive Committee shall consider whether an activity protected by this

policy was a contributing factor in the alleged Retaliation against the complaining employee and if the alleged retaliation action could have occurred for legitimate, independent business reasons even if the complaining employee had not made Protected Disclosures. The Executive Committee shall render a final decision in writing to the complaining employee within thirty (30) days after completing the hearing which concludes whether Retaliation prohibited by this policy has occurred or not. If the Executive Committee finds that the provisions of this policy have been violated, it shall order that any personnel action taken against the complaining employee be reversed and that a memorandum is placed in the employee's personnel file indicating the results of the decision of the Executive Committee of the Board of Directors on appeal.

A complaining employee shall be required to exhaust his or her administrative remedies by filing an appeal with the Executive Committee of the Board of Directors regarding any alleged violation of this policy before being entitled to commence a civil action in the Superior Court.

Grievance and Complaint Policy and procedures

- A. This policy shall apply to all regular employees in all classifications.
- B. The purpose of this policy is to provide a procedure by which an employee may formally claim that he or she has been affected by a violation, misapplication, or misinterpretation of law, District policy, rule, regulation, or instruction.
- C. **Specifically excluded from the Grievance and Complaint Procedure:** subjects involving the amendment of State or Federal law, resolutions adopted by the District's Board of Directors, ordinances, and claims or complaints of alleged discrimination or harassment. Claims of discrimination or harassment must be filed through the District's Discrimination & Harassment Policy Process.

Grievance and Complaint steps:

Level I:

Preliminary Informal Resolution: Any employee who believes he or she has a grievance or complaint shall present the evidence thereof orally to the General Manager within five (5) working days after the employee knew, or reasonably should have known, of the circumstances which form the basis for the alleged grievance or complaint. The General Manager shall hold discussions and attempt to resolve the matter within ten (10) working days after the discussions. It is the intent of this informal meeting that at least one (1) personal conference be held between the employee and the General Manager. If the grievance or complaint is against the General Manager, the employee may skip Level I and advance to Level II, provided he or she complies with all applicable time limits and other requirements for Level I.

Level II:

General Manager Formal Resolution:

If the grievance or complaint has not been resolved at Level I, or Level I is skipped, the employee may present his or her grievance or complaint in writing on a form provided by the District to the General Manager within ten (10) working days after the occurrence of the act or omission giving rise to the grievance or complaint, or five (5) working days after informal discussions held between the employee and the General Manager about the grievance or complaint.

2.a. The statement shall include the following:

2.a.1 A concise statement of the grievance or complaint including specific reference to any law, policy, rule, regulation, and/or instruction deemed to be violated, misapplied or misinterpreted;

2.a.2 The circumstances involved;

2.a.3 The decision rendered by the General Manager at level I (if any);

2.a.4 The dates when:

(i) the grievance or complaint was first discussed with the General Manager,

(ii) the Level I response was issued, and

(iii) the employee submitted the grievance or complaint to Level II;

2.a.5 Stated specific remedy sought;

2.b. The General Manager shall communicate his/her decision within ten (10) working days after receiving the grievance or complaint. Decisions will be in writing setting forth the decision and the reasons therefore and will be transmitted promptly to all parties involved. If the General Manager does not respond within the time limits, the employee may appeal to the next level. Time limits for appeal shall begin on the day following receipt of the General Manager's written decision. Within the above time limits, either party may request a personal conference with the other.

Level III:

Board of Directors' Executive Committee

In the event the employee is not satisfied with the decision at Level II, the employee may appeal the decision in writing (on a form provided herein) to the District Board of Directors' standing Executive Committee within five (5) working days of receiving the Level II decision from the General Manager. The statement shall include a copy of the original grievance form, a copy of the written decision by the General Manager and, a clear, concise statement of the reasons for the appeal to Level III.

3. (a) The Board's Standing Executive Committee shall, as soon as feasible, schedule a hearing in closed session to formally receive the written grievance or complaint and the answers thereto at each step, and to hear evidence regarding the issue(s). The Committee's decision shall be

announced in open session immediately after the closed session in which it was made.

4. Basic Rules:

- 4.(a) If an employee does not present the grievance or complaint, or does not appeal the decision rendered regarding the grievance or complaint within the time limits specified above, the grievance or complaint shall be considered resolved.
- 4.(b) By mutual agreement in writing, the parties may extend any and all time limitations specified above.
- 4.(c) The General Manager may temporarily suspend grievance or complaint processing on a District-wide basis in an emergency situation. Employees covered by this policy may appeal this decision to the Board of Directors' Executive Committee.
- 4.(d) A copy of all formal grievance or complaint decisions shall be placed in the employee's permanent personnel file.

5. Expungement of Written Reprimands:

A written reprimand may be expunged upon sustained corrective behavior, as determined by the General Manager, after a period of three (3) years from the date of the reprimand. It is the responsibility of the employee to request that his or her personnel file be purged of the written reprimand.

- A. The General Manager will consider the following factors in making his or her decision to expunge a written reprimand:
 - 1. Whether the employee received further discipline of any kind;
 - 2. Employee's performance evaluation reviews are a least satisfactory in all categories;
 - 3. Only one (1) expungement can occur during their employment with the District.

Substance Use and Abuse Policy

MOWD will establish safeguards against drug (including marijuana) and alcohol use or abuse to ensure a safe and healthy working environment. **Substance abuse** imposes a burden on those caught up in the abuse, but also on their co-workers. It may lead to poorer job performance and accident risks. To mitigate these risks, the District has developed this substance use and abuse policy to prohibit the use, possession or sale of drugs on MOWD premises and strictly regulate the consumption of alcohol, marijuana or illegal drugs.

Scope:

All job applicants, employees, contractors, and part-time employees should abide by the provisions of this policy.

Policy elements:

Illegal drugs, inhalants, and prescription, as well as over-the-counter drugs, fall into the "substances" category. We will also place restrictions on alcohol and marijuana consumption. Possession or use of marijuana remains unlawful under federal law.

While working, you must not:

- Possess, use or be under the influence of alcohol, marijuana, inhalants or drugs.
- The employee may consume alcohol in moderation while in approved business meetings or social gatherings. Employees who use alcohol at MOWD events or on MOWD premises must appropriately limit their intake so as to avoid any unprofessional or prohibited conduct and to ensure the utmost safety and professional behavior. Employees who consume alcohol at a MOWD event or on MOWD premises should not drive a vehicle to any location after the event if their consumption would cause them to be impaired in any way, and should instead arrange for a designated driver or driver service before leaving MOWD event or premises. Provision of alcohol or permission to consume alcohol at a Company event does not excuse, nor does MOWD condone, any violation of MOWD policy or applicable law
- Sell, buy, transfer or distribute drugs, marijuana, or drug paraphernalia.
- Use prescription drugs that affect motor skills or impair judgment (e.g., medical marijuana) while working or being on company premises.
- Although California has legalized marijuana for medicinal and recreational purposes, MOWD is not required to allow the medicinal or recreational use of marijuana in the workplace. Using or being under the influence of marijuana is strictly prohibited while on work time and may result in discipline, up to and including discharge. A California Medical Marijuana Identification Card is not sufficient to overcome these prohibitions. If you have a medical issue for which your doctor wants to prescribe marijuana, you may bring this to our attention and we will work with you to consider any available leave of absence or allow you to find another treatment method that does not cause you to be under the influence of marijuana while working for MOWD. We will not accommodate an employee who has already violated this policy and is now subject to disciplinary action.

To prevent accidents and productivity losses, we implemented drug, marijuana, and alcohol tests for employees/candidates when:

1. We have made a formal job offer to the final candidate or when we are about to promote a current employee.
2. Whenever we have a reasonable suspicion that you are under the influence of marijuana, drugs or alcohol during work time (for example, when you exhibit slurred speech, erratic behavior, loss of balance and coordination or similar conduct or appearance).
3. If you are involved in an accident that causes damage to property or injury to persons and there is a reasonable possibility that your use of marijuana, drugs and/or alcohol was a contributing factor.
4. We want to test employees randomly (MOWD reserves the right to exercise this practice at any time subject to applicable law.)

Refusing to be tested, interfering with the validity of the testing process and testing positive will be considered violations of this policy.

Especially if you are doing a safety-sensitive job (e.g., machine operator), we reserve the right to withdraw our job offer, alter your job duties or send you home for the day if you are under the influence of drugs (e.g., muscle relaxants) or marijuana. We may also terminate you if your actions create safety risks. We will determine the best disciplinary action on a case-by-case basis.

Depending on the law, you may still clear a random drug test if you test positive for prescription drugs (e.g.,

medical marijuana.) If your job is safety-sensitive though, you must show that you can perform your duties without problems. Your supervisor will be responsible for spotting and reporting any impairment resulting from drug use.

Disciplinary Consequences: MOWD will invoke disciplinary action up to termination when an employee,

- Tests positive for hard drugs (e.g., cocaine);
- Sells, or attempts to sell, any form of substance;
- Uses any kind of drug on company premises;
- Refuses to take company mandated drug test.

The General Manager will decide on the appropriate disciplinary action depending on the circumstances.

Intellectual Property Policy.

- a. Purposes. To avoid conflicts between employees and MOWD regarding the right to use intellectual property created by MOWD employees.
- b. Scope. This policy applies to all employees of MOWD.
- c. Policy. All work completed as part of one's employment by MOWD or that involves substantial use of MOWD's resources is part of the public domain. The District reserves the right to use, without limitation, any potentially copyrightable materials or patentable concepts developed by its employees using MOWD's resources and / or work time.
- d. Procedure. If an employee is considering developing a copyrightable or patentable product that may relate to the employee's job duties with MOWD, the employee should contact the General Manager to determine the relative rights of the employee and the District concerning the proposed product.

Communications Policy

- a. Purpose. To set guidelines on the use of all forms of communication available to MOWD employees.
- b. Scope. This policy covers all forms of District communication including the U.S. Postal Service mail, telephones (both land-line and cellular) e-mail (both internal and external), internet access and computer file transfer capability and applies to all employees of MOWD.
- c. Policy. Communications services are provided to conduct the business of the District; the use of these capabilities must conform to District policy. Occasional personal use of local telephones, e-mail and internet access, is acceptable as long as the use does not impede the timely completion of assigned duties and as long as that use does not create additional expense to the District. Employees have no personal rights and no right to privacy. We may access and monitor every employee's use of MOWD's communications systems, including all content created or stored on it.

- d. Employees must be aware that e-mail contained in their mailbox, whether generated internally or externally, is neither private nor secure. While it is not a regular practice of the District, the District reserves the right to access all e-mail should the need arise. The District shall not be held liable for the disclosure of any information contained in an employee's mailbox. Employees should refrain from storing personal information such as credit card numbers, bank account numbers, and personal identification numbers (PIN's) in e-mail correspondence or in digital files on District computers. Because the District does not maintain a secure connection to all destinations on the Internet, the District's Internet access should never be used for the purchase of personal items using personal credit or debit cards nor should personal information be provided in any e-mail communication.
- e. Employees should remain aware that the personal use of e-mail and internet access during regular working hours gives the general impression of wasting District resources and this practice should be avoided.
- f. Use of the District's communications facilities, including telephones, e-mail and internet access, for commercial purposes is not authorized.
- g. No one may use MOWD's communications facilities to harass, discriminate or retaliate against others, to gossip or bully others, or to send anonymous communications.
- h. In addition to any disciplinary action that may be imposed, MOWD also may advise legal authorities of any illegal use of MOWD's communications facilities.

Computer Network Policy

- a. Purpose: To set guidelines for the use of the District's computer network.
- b. Scope: This policy applies to all employees of MOWD.

Passwords:

Network password security is a top priority. Under no circumstances should the employee disclose his/her network logon password to anyone. The option of "saving your password" to make future logins easier should never be used. (This option is offered by Windows Dialup Networking and some other commercial software including browser software distributed by some Internet Service Providers). If the employee suspects that someone knows his/her network login password, the employee should change that password immediately. All passwords should be changed at least quarterly. Passwords for application programs (such as MOM, PCAnywhere for MMI, and Bank Account transfers) should never be the same as the employee's network login password in order to provide at least two levels of security. Passwords should be at least 8 characters and should never be names, dates, social security numbers or actual words. It is a good idea to include a number in the employee's password (i.e., "love2ski1") to reduce the likelihood of guessing through repetition. An employee's use of personal passwords does not prevent MOWD from accessing our communications facilities.

Virus Software:

Downloading data files from the Internet and importing data from other sources (with thumb drives, zip files, and CD-ROM disks) exposes the District's computer system to viruses. It is the policy of the District that every computer accessing the District's network be provided with functional and up-to-date virus scanning software to detect incoming viruses. It is the system administrator's responsibility to periodically update the virus profiles used by the software on District computers. It is the responsibility of the employee to ensure up-to-date virus profiles are installed on any personal machine used to access the District's network. Disabling virus scanning software on any machine connected to the District's network is not authorized.

Personal Files:

While the existence of a small number of personal files on a District-owned computer is acceptable, employees must be aware that files contained on their computer and on the various servers, whether generated internally or externally, are neither private nor secure. While it is not a regular practice of the District, the District reserves the right to access any file contained on District-owned computers should the need arise. Files containing material of an objectionable nature may not be accessed by or stored on District-owned computers. The District reserves the right to direct removal of any files from its computers.

Disk Space Conservation:

Filling space, whether in the form of a filing cabinet or a hard disk, is expensive. It is the employee's responsibility to periodically review his/her digital files to eliminate files which no longer serve a useful purpose. Refer to the District's File Retention Procedures for guidelines.

Personal Security:

Because the District does not maintain a secure connection to all destinations on the Internet, the District's internet access should never be used for the purchase of personal items using personal credit or debit cards. Personal information should never be provided in any form of communication over the Internet.

District Software on Home Computers:

The District licenses software for use on its computers to conduct the business of the District. Occasionally, the District may determine it to be advantageous for an employee to work from a home computer and may provide software for use by that employee. However, unless specifically authorized by the systems administrator, District-owned software is not available for installation on home computers.

Personal Software on District Computers:

The District becomes liable to penalties if unlicensed software is used on District computers. The systems administrator is the only individual authorized to approve the installation of any software on District computers. This includes screen-savers, shareware, personally owned software and copies of software loaded elsewhere on the District's system.

Jury Duty/Witness Leave

- a. Purpose. MOWD recognizes its employees' responsibility to serve on a jury or to appear as a witness in court and does not want its employees to suffer financial hardship while on a jury/witness leave of absence.
- b. Scope. This policy is applicable to all regular full-time employees.
- c. Policy. It is the policy of the District to grant a paid leave of absence, to those employees who serve on jury/witness duty.

d. Procedure. The base rate of pay shall be paid to all employees provided that: The employee who receives a notice or summons in connection with jury/witness duty shall immediately bring the notice to the General Manager on the following scheduled workday.

The court provided a record of the employee's attendance is attached to the employee's timesheet.

The employee will report for work on those days or partial days when excused from jury/witness duty or when jury/witness duty does not conflict with the employee's work schedule. The employee and General Manager will determine the frequency that the employee should "check-in" with the General Manager, and when the employee is released from jury/witness duty the employee will notify the General Manager as soon as possible.

The employee will be considered on paid leave of absence while on jury/witness duty and for the leave to be approved, the employee must surrender the court provided pay for attendance to payroll. The employee is entitled to keep the daily court provided one-way mileage pay.

Time spent on jury/witness duty shall not be counted as hours worked for the purpose of computing overtime.

When the court releases the employee from jury/witness duty, the employee should report for work. Failure to do so shall be considered an abandonment of the employee's job and voluntary termination.

All benefits the employee is entitled to at the time of the jury/witness duty shall continue while the employee is on jury/witness duty leave.

Military Leave

- a. Purpose. To establish conditions under which leaves of absence may be granted to employees who enter military service, either voluntarily or involuntarily. This policy also applies to employees who are active members of state and federal military reserve units, members of a National Guard, and who are required to participate in periodic training duty.
- b. Scope. This policy is applicable to all employees of MOWD.

- c. Policy. Under existing law, and herein authorized as MOWD's policy, Reservists and National Guardsmen shall be granted unpaid time off to participate in periodic training duty under the provisions of Short-Term Military Leave as provided for the California Military and Veterans Code, Section 394, et seq., and the Federal Uniform Services Employment and Reemployment Rights Act of 1994, as amended, 38 USC §§4301-4333. MOWD will not discriminate or retaliate against any employee based upon membership or service in any state or federal military force, as it pertains to any term, condition or privilege of employment with MOWD.

Pregnancy-Related Job Modification or Disability Leave

- a. Purpose. To define the leave of absence procedure due to the employee's pregnancy, childbirth, and other related medical condition that prevents the employee from completing assigned duties. For the purpose of this policy, the term pregnancy shall include childbirth, maternity, pregnancy, and other related medical conditions and shall comply with the Family and Medical Leave Act.
- b. Scope. This policy is applicable to all regular full-time employees.
- c. Policy. MOWD recognizes that employees may become temporarily unable to complete their assigned duties due to pregnancy and may be granted an unpaid leave of absence during this disability. If the employee is pregnant, employees may request a modification of your job duties or a transfer to a less strenuous or hazardous position. MOWD will accommodate the employees request for a modification or transfer if it is medically advisable and can be reasonably accommodated without undue hardship to the District. The employee must provide a certification from your health care provider confirming the medical need for a job modification or transfer. Before returning to normal work duties or schedule, the employee must provide a written statement from his/her physician, confirming the employee's ability to return to his/her regular duties and list any limitations.
- d. Procedure.
 - 1. The employee shall notify the General Manager, at least 30 days prior to the time where she will be unable to work per her physician's instructions, or as soon as possible under the circumstances, provide the date when she expects to return to work, and identify all important tasks that need to be completed during her absence.
 - 2. Within three (3) business days she must:
 - a) Submit a physician's statement stating the date that maternity leave will commence.
 - b) The estimated length of the disability, and the estimated date that she may return to work.
 - c) Submit a Request for Leave form requesting an unpaid leave of absence for a period not exceeding 17.33 weeks, including both paid and unpaid time.

Note: The employee will use their accrued sick leave before starting her unpaid leave of absence. MOWD will work with the employee to coordinate the use of paid leave with any available state

disability benefits where applicable. Whenever the employee is on leave of absence all district-sponsored employee benefits stop accruing. Employees are entitled to continue their group health insurance coverage for the duration of a pregnancy disability leave under the same terms and conditions as when they are actively working. The employee must send a check each month to the District for the full cost of her normal share of the health insurance benefits, i.e., medical, dental, and life. Failure to pay benefits will result in the termination of her and her dependents', if applicable, insurance policy.

3. Should the leave, including both paid and unpaid time from the date of disability exceed 17.33 weeks, the employee must submit a new Request for Leave form and a new physician's statement stating that the employee is still unable to work, the progress of the pregnancy, and the estimated date that she may return to work.
4. The employee must inform the General Manager two weeks in advance when she will be returning to work and must submit a physician's statement that she may return to work and the date that she is no longer disabled.
5. During the initial 17.33 weeks leave, the employee's position will not be permanently filled. However, should the leave extend beyond the initial period, the position may be permanently filled and when the employee has been released by the physician, the District will offer the employee another position without any reduction in neither wages nor benefits, unless the position has been eliminated because of a change in business conditions or operations.
6. Employees who have been on Pregnancy Disability Leave and intend to take California Family Rights to leave for baby bonding purposes after the birth of the child must provide MOWD with a certification of your change of leave status.
7. If you qualify, you may request CFRA leave of up to twelve workweeks to bond with your child after your physician has released you from your post-delivery PDL. This unpaid CFRA leave is separate from the right to take PDL (and concurrent FMLA leave, if applicable). There is no need to establish a serious health condition for you or your child to take CFRA leave. Your baby-bonding leave must be taken in minimum increments of two weeks and is available to you only within one year after your child's birth. The maximum possible combined unpaid leave for a pregnant woman is up to 17.3 workweeks for pregnancy disability if medically required (which includes any period of disability certified by a physician after the birth of the child), plus 12 workweeks to care for and bond with the newborn child. CFRA leave may overlap with the Paid Family Leave referenced in the previous section. For more information regarding your eligibility for an unpaid CFRA leave, the impact of the leave on your seniority and benefits and coordination with PDL, please contact the General Manager.

Leave of Absence

- a. Purpose. To define the leave of absence procedure at the employee's request in the event of a temporary suspension with MOWD.

- b. Scope. This policy is applicable to all employees.
- c. Policy. MOWD recognizes that employees may become temporarily unable to complete their assigned duties due to their personal or family illness, **and**, if the unforeseen absence exceeds ten (10) business days, the employee may be granted an unpaid medical leave of absence during this disability.
- d. Procedure
 - 1) Whenever the employee becomes ill or injured and is unable to work, the employee must:
 - a) Notify the General Manager of the illness or injury, provide the date when the employee expects to return to work, and identify all important tasks that need to be completed during the employee's absence.
 - b) If the General Manager is not available, then notify their appropriate co-workers of the illness or injury provide the date when the employee expects to return to work, and identify all important tasks that need to be completed during the employee's absence.
 - c) If a message is left with the co-workers, the telephone answering service, or the voice mail system, then a follow-up telephone call must be made to the General Manager.
 - 2) Within three (3) business days, the employee must:
 - a) Submit a physician's statement stating the date of the disability, that the employee is unable to work, the estimated length of the disability, and the estimated date that the employee may return to work.
 - b) Submit a Request for Leave form requesting an unpaid leave of absence for a period not exceeding 60 calendar days, including both paid and unpaid time.

Note: When accumulated sick/vacation leave has been used up, PTO shall be made in accordance with the Family Leave and Medical Act (See 29 CFR 825.207), and any applicable state law equivalent.

Whenever the employee is on leave of absence, all district-sponsored employee benefits will stop to the extent allowed by law. If the leave exceeds ten (10) business days, the employee must send a check each month to the District for the full cost of their normal portion of the health insurance benefits, i.e., medical, dental, and life. Failure to pay for these benefits will result in the termination of the employee's and dependent's insurance policy.

- 3) Should the leave, including both paid and unpaid time from the date of the disability, exceed 60 calendar days, the employee must submit a new Request for Leave form and a new physician's

statement stating that the employee is still unable to work, the progress of the treatment and the estimated date that the employee may return to work. Subject to applicable law, the total leave time may not exceed 120 calendar days.

- 4) The employee must inform the General Manager, two weeks in advance when the employee will be returning to work and must submit a physician's statement stating that the employee may return to work and the date that the employee is no longer disabled.
- 5) During the initial 60-day leave, the employee's position will not be permanently filled. However, should the leave extend beyond the initial period, subject to applicable law, the position may be permanently filled, and when the employee has been released by the physician, the District will offer the employee another position without any reduction in neither wages nor benefits.
(Notwithstanding Layoffs)

Second or Outside Employment Authorization

No District employee shall be permitted to accept employment in addition to or outside of District service if:

- * The additional or outside employment leads to conflict or potential conflict of interest for said employee; or,
- * The nature of the additional or outside employment is such that it will reflect unfavorably on the District; or,
- * The duties to be performed in the additional or outside employment are in conflict with the duties involved in District service. An employee who does have additional or outside employment shall not be permitted to use District records, materials, equipment, facilities, or other District resources in connection with said employment unless specific written arrangements are made by the district manager and approved by the District's board president. Any written arrangements made by the district manager will include the completed District's Second Employment Authorization Form. See Appendix B
- * If a conflict arises or the employee is unable to maintain a high work performance standard as a result of the outside job or activity, MOWD will ask the employee to choose between that position or activity and continued employment with MOWD.

Employee Suggestion Program

Background:

Meiners Oaks Water District has talented and committed employees. Our employees are the foundation of our ability to deliver our services and we believe our employees have ideas for streamlining how we work which will result in reducing expenditures and /or increasing revenue. We want to encourage our employees to come forward with their ideas so that we can continuously improve our productivity and effectiveness. This employee suggestion program is one vehicle for soliciting ideas for improvement.

Program Purpose:

Identify organizational and operational improvements that would save money, increase revenue and /or improve safety.

Guidelines:

The District's Board and management staff encourage all employees to participate in this program.

All suggestions will be evaluated and a response will be given to the employee(s) who submitted an idea(s). An initial acknowledgment of the suggestion received will be given to the employee(s) within two weeks of submitting the suggestion.

Ideas may be submitted by an individual or team of employees. All suggestions must be signed so that the employee(s) offering the suggestions may be contacted as part of the evaluation process.

Suggestions shall be:

- * Practical - ones that can be implemented with current resources
- * Specific - about what the improvement would be if the change were made and in describing the specific change that is recommended
- * Timely - pertaining to current or planned operations and policies

Suggestions shall not:

- Be for changes within the employee's authority or responsibility to implement - we expect individuals to act within their authority to continuously improve operations, in consultation with their superiors
- Be concerning personal grievances or complaints; policies or procedures concerning grievances or complaints should be taken up with the employee's supervisor or Board President via the District's Grievance or Complaint Process.

Recognition:

The District will recognize employees for the suggestions that are implemented; some methods are:

- a. Press releases, if there is a significant community benefit or large cost savings;
- b. District Board recognition of the employee(s) at a Board meeting;
- c. Annual employee dinner or another recognition event;
- d. Monetary Award determined by the Board of Directors as suggested by the General Manager.

(The suggestion form is supplied under appendix E)

END OF EMPLOYMENT

Retirement

An employee wishing to retire and end their employment with the District shall submit a letter of resignation stating the effective date of his/her retirement at least two weeks before the employee's final day of employment. Since District employees are members of CalPERS, an employee wishing to retire must complete and submit the documents required by CalPERS.

Resignation

An employee wishing to end his/her employment with the District shall submit a letter of resignation stating the effective date of his/her resignation at least two weeks before leaving. The time limit may be waived by the General Manager. The District will pay an employee for all hours worked and all accumulated reimbursable benefits within five days. Failure to report to work for a scheduled shift for more than three days without approval shall be considered as a voluntary resignation of employment by the employee to the extent permitted by Law.

Dismissals

As a MOWD employee, you have the status of an "employee-at-will," meaning that you have no contractual right, expressed or implied, to remain in MOWD's employ. MOWD may terminate your employment, or you may terminate your employment, with or without cause, and with or without notice, at any time. No manager or other representatives of the District has the authority

to enter into any agreement for employment for any specified period of time or to make any agreement contrary to the above.

Exit Interview

The General Manager is responsible for scheduling an exit interview with you on your last day of employment and for arranging the return of any District property.

Benefits

Medical, dental and life insurance end on the last day of the month of your employment.

A COBRA notification will be sent directly to your home so that you can continue your medical and dental coverage at your cost.

Final Paycheck

You will receive your final paycheck on the next regularly scheduled payday or earlier if the law requires it. Unused vacation will be paid and calculated in accordance with the District's vacation policy.

Appendix A. Employee Grievance or Complaint Appeals Form

Employee's Name: _____ Date: _____

Statement of grievance or complaint, including specific reference to any law, policy, rule regulation and/or instruction deemed to be violated, misapplied or misinterpreted:

Employee's understanding of the decision rendered by the General Manager at Level II of Process:

Other circumstances involved (if any):

The specific remedy sought:

Employee's signature: _____ Date _____

Add additional pages if necessary, to fully explain your concerns. When complete, return this form to the General Manager or Board President as appropriate.

Appendix B. Second or outside Employment Authorization Form

Meiners Oaks Water District

This form must be completed by all employees who plan or are working second or outside jobs. The general manager shall approve second, or outside employment so long as the second job does not interfere with District responsibilities and is not inconsistent with District guidelines listed and enumerated in the District's Second, or Outside Employment Policy. This form will be retained in your permanent personnel file and must be updated annually.

Name: _____

Title: _____

Division: _____

Second or Outside Employment Information

General Employment _____ Self-Employment _____ Contract Employment _____

Employer/Business Name: _____

Position Title: _____

Description of responsibilities/duties: _____

My second job requires that I work on: _____

(days)

between the hours of _____ a.m. to _____ p.m. during the month(s) of _____

Second or Outside Employment Approved: _____

General Manager Signature Date: _____

MOWD Board President Signature Date: _____

Appendix C. Grievance or Complaint Form

Meiners Oaks Water District Employee's Name: _____ **Date** _____

1. A concise and clear statement of grievance or complaint. Include specific reference to any law, policy, rule, regulation and/or instruction deemed to be violated, misapplied or misinterpreted. Also, include what you allege occurred and what was said:
2. Is it still occurring? If so, how often?
3. How did the alleged event or events affect you and how did you react?
4. Are there witnesses to the alleged event or events? If so, who?
5. Are there any other persons who have information regarding this?
6. Who did you tell about the alleged event?
7. Who do you suggest the District interview about this?
8. How do you want the situation resolved?
9. Is there anything else you think is important that the District should know about this event?

Employee's Signature: _____ Date _____

Appendix D. Health Insurance OPT-OUT Form

Election and Compensation Reduction Agreement

Company Name: _____

Employee Name: _____

Employee SSN: _____

Employee Address: _____

Plan Year: _____

In accordance with my rights under the plan, I elect to allocate from my Employer's Contribution as stated in this current Employee Policies and Procedures of the cash benefit. I understand that this allocation will become a taxable benefit to me.

OTHER TERMS AND CONDITIONS

I understand that:

- ☐ I cannot change or revoke any of my elections or this compensation reduction agreement at any time during the plan year unless I have a change in status and my election is consistent with such change.
- ☐ The Plan Administrator may reduce or cancel my compensation or otherwise modify this agreement in the event he/she believes it advisable in order to satisfy certain provisions of the Internal Revenue Code.
- ☐ Prior to the first day of each plan year, I will be offered the opportunity to change my benefit elections for the following plan year. If I do not complete and return a new election form at that time, I will be treated as having elected to continue my benefit coverage and amount of compensation reduction then in effect for the new plan year for insurance benefits only. For all other benefits, I will be deemed not to have elected any other benefits for this plan year.
- ☐ I must submit to the Plan Administrator all information required and follow the opt-out guidelines as specified on page 14, (h), 1,2,3 of this manual.

THIS AGREEMENT IS SUBJECT TO THE TERMS OF THE EMPLOYEE MANUAL, AS AMENDED FROM TIME TO TIME IN EFFECT, SHALL BE GOVERNED BY AND CONSTRUED IN ACCORDANCE WITH APPLICABLE LAWS, AND REVOKES ANY PRIOR ELECTION AND COMPENSATION REDUCTION AGREEMENT RELATING TO SUCH PLAN.

Employees Signature

Date

Authorized Signature

Date

(Labor attorney to describe board options for the opt-out policy.)

Appendix E. Employee Suggestion Form

Meiners Oaks Water District Employee Suggestion Form

Date: _____

Name of person submitting suggestion: _____

Title: _____

Email: _____ Work phone: _____

If a team is making the suggestion, state their names and titles:

The suggestion is intended to (check areas that apply below):

- ☐ Save money
- ☐ Increase revenue
- ☐ Streamline a process to increase staff efficiency and/or safety
- ☐ Improve service results for our customers
- ☐ Other: _____

Describe the change(s) you are suggesting:

What will be the benefits of these changes?

What would be needed to implement these changes? (Note: you may not know all of the implementation steps, but it will be helpful to understand what you think may be needed.). What might be the problems with or barriers to your suggestion?

Have you discussed this idea in the past? If so, with whom?

Who might be helpful in implementing your suggestion?

Signed: _____

Date: _____

EMPLOYEE ACKNOWLEDGMENTS

Handbook Acknowledgement. I, _____, acknowledge that I have received and read a copy of the employee handbook. I agree to follow the guidelines and policies contained in the Handbook or as directed by MOWD. I further understand that MOWD has the right to revise the policies and procedures in the handbook at any time. I understand that no statements, representations or actions of any employee or principal of MOWD will modify these policies and procedures unless I receive specific written notice of the modification.

Initials: _____

At-Will Acknowledgement. I understand that the handbook is not a contract for or a guarantee of continuing employment. I understand that, unless I am advised in writing otherwise, I am an at-will employee of MOWD. This means that my employment is for no definite period and my terms and conditions of employment may be changed at any time, with or without cause. It also means that I may leave my employment at any time and MOWD may terminate my employment at any time, with or without cause, and without any prior notice. I acknowledge that this constitutes the entire agreement between me and MOWD regarding my at-will employment status and that it supersedes any prior written, oral or implied agreements on this subject. I also acknowledge that this at-will relationship cannot be modified or changed during my employment except by specific written agreement between me and MOWD, signed by the Board of Directors.

Initials: _____

Discrimination, Harassment, Bullying and Retaliation Acknowledgement. I understand and acknowledge that MOWD forbids discrimination, harassment, bullying, and retaliation. I have reviewed and understand the Equal Employment Policy, the Policy Against Harassment, the Gossip, Bullying, Abusive Conduct or Communications Policy and the policy on Reporting Harassment, Discrimination, Retaliation or Bullying to MOWD, contained in this Handbook. I agree to abide by those policies and to immediately report any incident of discrimination, harassment, bullying or retaliation against me or any other person working for or related in any way to MOWD.

Initials: _____

Communications Acknowledgement. I understand and acknowledge MOWD's policies on Communications Systems, Social Media, Endorsements, and Use of Communication Devices contained in this Handbook. I understand that all electronic and media communications equipment provided to me by MOWD or used by me to perform my job duties remain the sole property of MOWD. I further understand and acknowledge that I have no right of privacy in the work product, data, messages or communications sent to or from me in the course of my work for MOWD or related in any way to MOWD. I understand that MOWD may review my sent and received e-mail, voicemail, text messages, internet activity and any other use of electronic storage, media, or communications by me at any time.

Initials: _____

NLRA Acknowledgement. I understand and acknowledge that MOWD's policies are not intended to interfere with my rights protected by Section 7 of the National Labor Relations Act or other federal or state law to engage in concerted protected activity or to discuss the terms of my employment or working conditions with or on behalf of my co-workers, or to bring such issues to the attention of management at any time.

Initials: _____

Date: _____

(Print Employee Name)

(Sign Employee Name)



QUINN Rental Services
801 Del Norte Blvd
Oxnard, Ca 93030

Quinn REP: Justin Carter

MOBILE: (805) 223-0065

E-MAIL: justin.carter@qrs-cat.com

EQUIPMENT SALE ESTIMATE

CUSTOMER: Meiners Oaks Water District

DATE: 9/4/2019

ATTENTION: Mike Hollebrands

e-mail: mikeh2o@meinersoakswater.com

PHONE #: 805-646-2114

EQUIPMENT DESCRIPTION	QTY	Cost	Freight
DCA22SSJU4F3: Generator 220kVA 3Ph John Deere Tier 4F	1	\$108,485.41	\$2,000.00
TRLR22EVH: Trailer DCA220SSJU4F2 Hyd	1		
EE36264: Coupler 3 Pintle 25K TRLRMP	1		
MQPBCKIT-H: Battery Charger 10A	1		
CAMLOK2KIT45I: Camlok 2 Set 45 DCA220	1		
MQPPB220J4F2: Kit PowerBalance	1		

*****LEAD TIME CHANGES WEEKLY***** 4 WEEKS TODAY

Machine Total:	\$108,485.41
Shipping Estimated:	\$2,000.00
Grand Total:	\$110,485.41

Approval Signature: _____

Date: _____

NEW EQUIPMENT IS SOLD WITH STANDARD MANUFACTURER WARRANTY UNLESS OTHERWISE NOTED

USED EQUIPMENT IS SOLD "AS IS"

**PRICES ARE SUBJECT TO SALES TAX. QUOTE VALID FOR 1 MONTHS FROM DATE OF QUOTE.

August 2019



To: Board of Directors of the Meiners Oaks Water District

From: General Manager

Subject: Monthly Manager's Report

Highlights

(Rainy season October thru April)

37.83" of rain Matilija Canyon (An additional 1.20" of rain fell on 5/16/19)

24.16" of rain Meiners Oaks Fire station (An additional .75" of rain fell 5/16/19)

LAKE CASITAS LEVEL

42.9%

Board Committees

No committees met this month

August 2019

Current Well levels and specific capacity

Well 1	Aug	Sept	Well 2	Aug	Sept	Well 4	Aug	Sept	Well 7	Aug	Sept
Static	30.4'	31.0'	Static	30.5'	31.4'	Static	42.5'	46.1'	Static	48.3'	50.8'
Running	37.5'	39.5'	Running	55.7'	56.3'	Running	102'	81.1'	Running	51.6'	54.5'
Drawdown	7.1'	8.5'	Drawdown	25.2'	24.9'	Drawdown	59.5'	35'	Drawdown	3.3'	3.7'
Specific Cap.	35.7 gal/ft	30.8 gal/ft	Specific Cap.	9.17 gal/ft	8.1 gal/ft	Specific Cap.	6.7 gal/ft	11.3 gal/ft	Specific Cap.	88.8 gal/ft	288 gal/ft

Water Production

Water production and sold values are based on a calendar year

Total Pumped

Total Pumped for Aug.	67.84 AF
Total Pumped 2018:	667.54 AF
Total Pumped YTD 2019:	373.91 AF

August 2019

Total Sold/Purchased:

Total Sold for Aug 2019:	59.71 AF
Total Sold YTD 2019:	349.28 AF
Total Sold 2018:	289.57 AF
Total Purchased	
Total Purchased from CMWD 2019	33.58 AF
Total Purchased Aug	0.00 AF
Total Purchased YTD 2018	314.91 AF

Total Capacity:

1,600 Gallons per Minute (GPM) with all current wells on line 1, 2, 4, 7)

3,600 Gallons per minute (GPM) with all current wells on line 1, 2, 4, 7) + Casitas

Water Sales:

(Sales values are based on the actual month listed only not YTD)

Aug 2018:	\$ 70,862.34
Aug 2019:	\$ 64,457.92

Reserve Funds

Balance at the County of Ventura	\$ 1,251,309.52
Total Taxes*	\$ 0.00
Total Interest from reserve account#	\$ 4,067.98

August 2019

Fiscal Year Total Revenues

July 1 st – Aug 31 st	2018	\$ 269,509.04
July 1 st – Aug 31 st	2019	\$ 266,240.79

Bank Balances

LAIF Balance	\$ 223,914.96
Transferred from L.A.I.F. to General	\$ 20,000.00
(#) Quarterly Interest from LAIF	\$ 0.00
Money Market (RABO)	\$ 7,736.73
Amount Transferred to Rabo from County this month	\$ 150,000.00
Amount Transferred to General Fund from Money Market	\$ 0.00
(*) Monthly Interest received from Money Market	\$ 1.27
General Fund Balance	\$ 188,288.72
Trust Fund Balance	\$ 16,055.93
Capital Improvement Fund	\$ 14,411.54
(#) Quarterly Interest from Capital Account	\$.24
Total Interest accrued	\$ 1.51

Water Quality

We are 100% on our wells

Distribution

Capital Improvement Projects for 2019-2020 **Budgeted capital funds \$ 637,000 FY 2019-2020**

1. Well 4 Development (Winter)
2. Engineer design report for the treatment plant (In process)
3. Replace 6 inch main for Zone 2 (In Process)
4. El Sol and Lomita Tie-in
5. R1 and R2 well condition report
6. Automate Casitas connection at Fairview and Hwy 33
7. Treatment Plant Engineering (In Process)

Unscheduled Work

Total _____ **\$**

Tanks

1. 250k gallon was installed in 1958 age = 57 (Removed 2015)
2. 80k gallon was installed in 1983 age = 36 (Zone -2)
3. 500k gallon was installed in 1988 age = 28 (Removed 2015)
4. 500k gallon was installed in 1973 age = 46 (Put back into service 2011)
5. 500k gallon was installed in 2003 age = 16
6. 750k gallon welded tank 2015 age = 4

Life expectancy for a bolted tank is 30 – 40 years

Life expectancy for a welded steel tank 100 years

Well Drilled Dates & Depths

	<u>Date drilled</u>	<u>Drill Depth</u>
1. Well # 1	1969	60 feet
2. Well # 2	1969	181 feet
3. Well # 4	1969	240 feet (Non Op.)
4. New well 4	2018	165 feet
5. Well # 7	1961	156 feet
6. Well # 8	1968	144 feet

Board of Directors

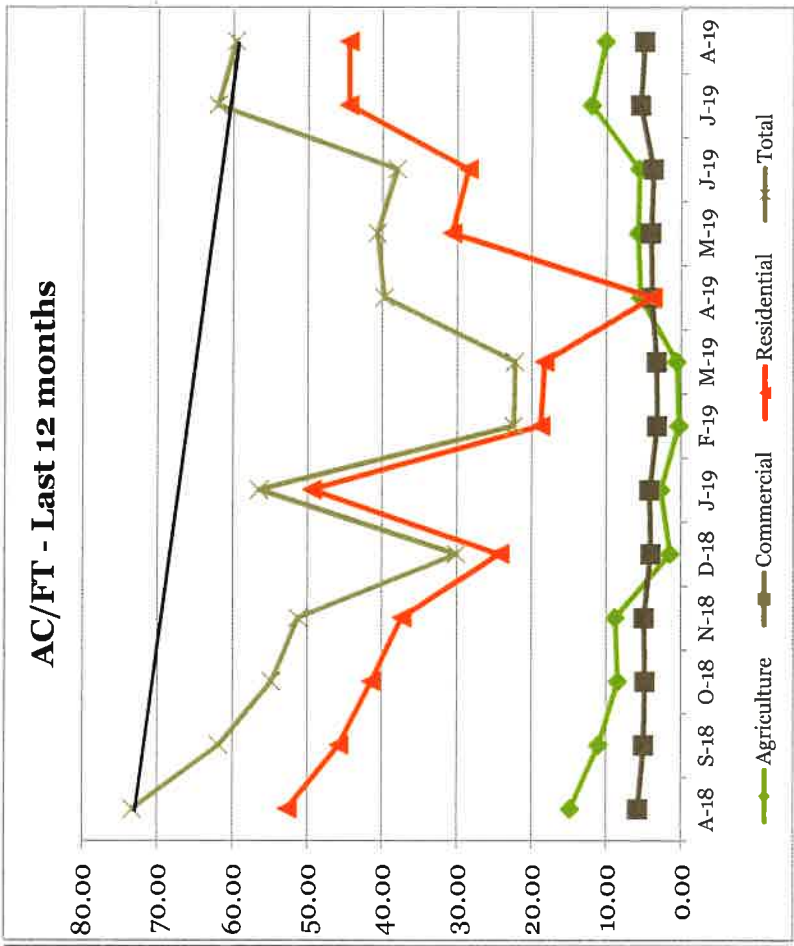
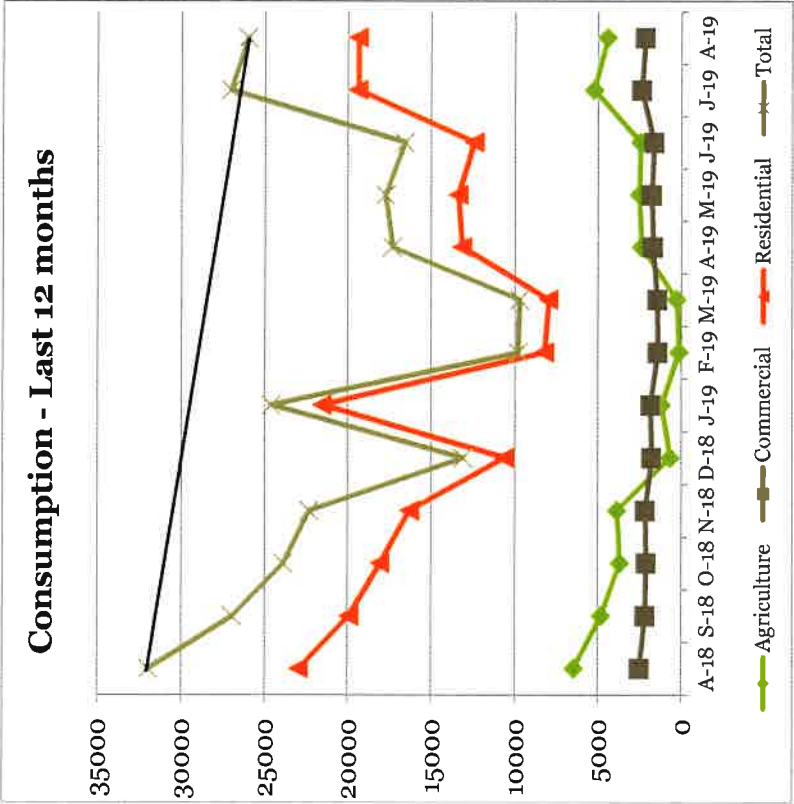
President – Michel Etchart Re-elected in 2018	Term ends 2022	Long Term
Vice-President – James Kentosh Re-elected in 2018	Term ends 2022	Long Term
Board Member – Larry Harrold Re-elected in 2018	Term ends 2022	Long Term
Board Member – Michael Krumpschmidt Elected 2016	Term Ends 2020	Long Term
Board Member – Diana Engle Elected 2016	Term Ends 2020	Long Term

GM Consumption Report

Billed Consumption for August 2019

Account Class	Customers in Class	Consumption	Gallons Per Unit	AC/FT
Agriculture	31	4447	748	10.21
Commercial	55	2165	748	4.97
Residential	1190	19398	748	44.53

Total Consumption	1276	26010	Grand total	59.71
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GM Report

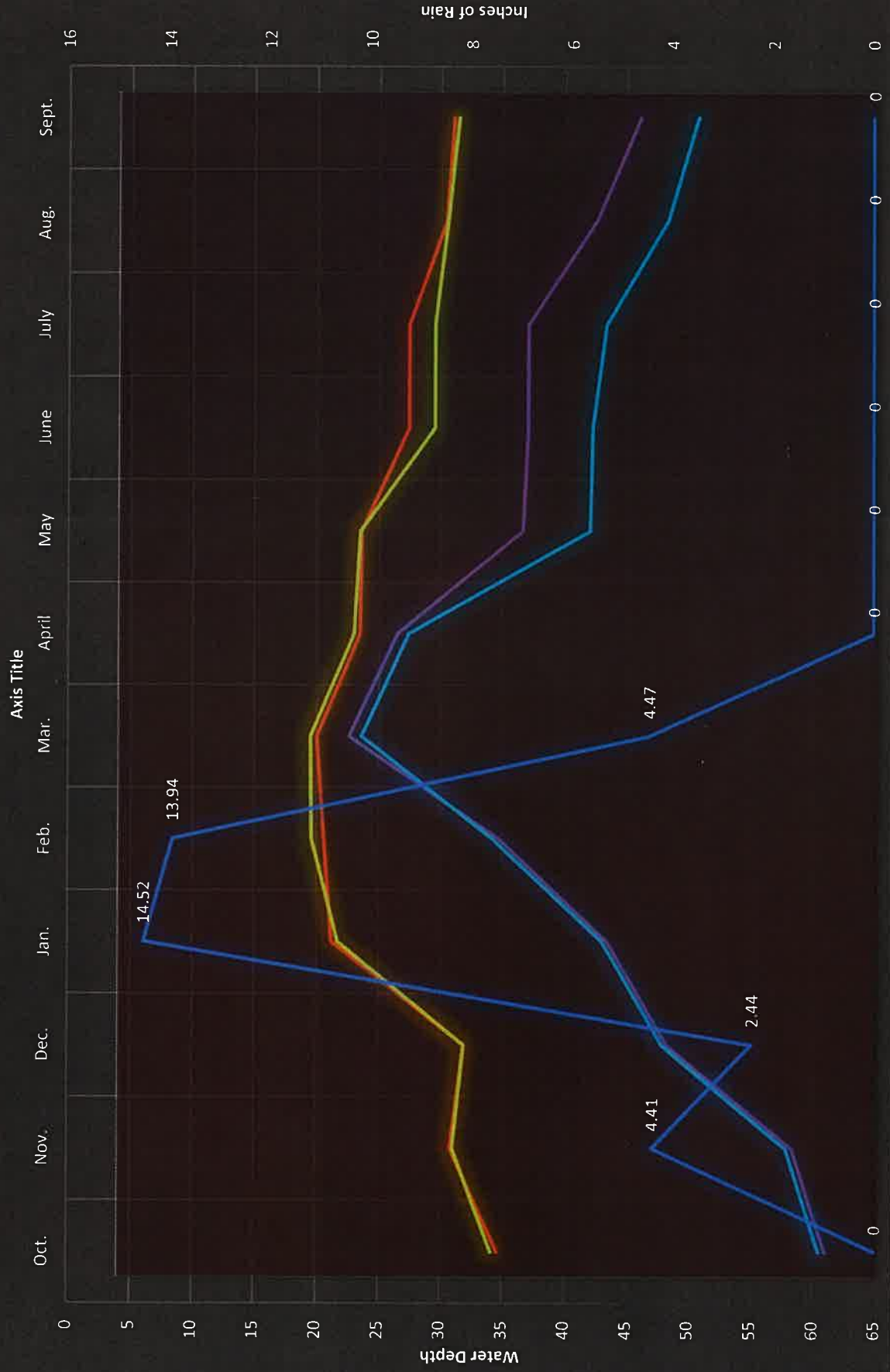
AG	CONSUMPTION			AC/FT		
	2017	2018	2019	2017	2018	2019
JAN	605.00	3389.00	1212.00	1.39	7.78	2.78
FEB	195.00	4487.00	163.00	0.45	10.30	0.37
MAR	1593.00	881.00	288.00	3.66	2.02	0.66
APR	3436.00	3025.00	2415.00	7.89	6.94	5.54
MAY	5258.00	5511.00	2541.00	12.13	12.65	5.83
JUN	6523.00	4677.00	2470.00	14.97	10.74	5.67
JUL	8401.00	6047.00	5261.00	19.29	13.88	12.08
AUG	9793.00	6475.00	4447.00	22.48	14.86	10.21
SEP	10336.00	4846.00		23.73	11.12	
OCT	8686.00	3714.00		19.94	8.53	
NOV	5893.00	3875.00		13.53	8.90	
DEC	6606.00	681.00		15.17	24.44	

COM	CONSUMPTION			AC/FT		
	2017	2018	2019	2017	2018	2019
JAN	1531.00	2179.00	1582.00	3.51	5.00	4.25
FEB	1808.00	1750.00	1417.00	4.15	4.02	3.25
MAR	1441.00	1433.00	1447.00	3.31	3.29	3.32
APR	1534.00	1631.00	1712.00	3.52	3.74	3.93
MAY	2037.00	2137.00	1775.00	4.68	4.91	4.07
JUN	2148.00	2141.00	1640.00	4.93	4.92	3.76
JUL	2409.00	2384.00	2384.00	5.53	5.47	5.47
AUG	2590.00	2513.00	2165.00	5.95	5.77	4.97
SEP	2202.00	2183.00		5.06	5.01	
OCT	2221.00	2114.00		5.10	4.85	
NOV	2484.00	2167.00		5.70	4.97	
DEC	2159.00	1788.00		4.96	4.10	

RES	CONSUMPTION			AC/FT		
	2017	2018	2019	2017	2018	2019
JAN	9145.00	14041.00	21564.00	20.99	32.23	49.50
FEB	9934.00	14009.00	8243.00	22.81	32.16	18.92
MAR	9012.00	9375.00	8000.00	20.69	21.52	18.37
APR	10693.00	12018.00	13199.00	24.55	27.59	30.30
MAY	16844.00	16387.00	13427.00	38.67	37.62	30.82
JUN	17499.00	19252.00	12470.00	40.17	44.20	28.63
JUL	19982.00	21976.00	19416.00	45.87	50.45	44.57
AUG	21012.00	22974.00	19398.00	48.24	52.74	44.53
SEP	21428.00	19943.00		49.19	45.78	
OCT	19992.00	18079.00		45.90	41.50	
NOV	17067.00	16304.00		39.18	37.43	
DEC	17147.00	10645.00		39.36	24.44	

Static Levels

Well 1 Well 2 Well 4 Well 7 Rain



Water Sales

